TicketMeister Pro™

(Including LE versions)

User Manual

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Meister Software

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Software License Agreement

Installation of *TicketMeister Pro* constitutes an agreement between Myriad Data Corporation and the owner of this copy of *TicketMeister Pro* software.

This software uses the FreeImage open source image library. FreeImage is used under the (GNU GPL or FIPL), version (license version).

It is understood that the software was designed for and will only be installed on a single personal computer. Myriad Data will not be responsible for lost data or damaged files resulting from unauthorized or attempted multiple installations of this copy of software on more than one computer.

All **"LE"** (Limited Edition)" versions of TicketMeister PRO are considered *Freeware* for a specific format (indicated by a checkmark next to *that* particular format), as shown under Selections on the tool bar of the main menu.

Introduction

TicketMeister Pro is a stand-alone, Windows based program that enables you to compose professional quality raffle tickets, theater tickets, coupons and Chinese auction cards (a.k.a. “silent” and “penny” auction cards) using your own PC and printer.

All conventional Windows features such as *drop-and-drag,* and *cut-and-paste,* are incorporated into TicketMeister Pro’s functionality, along with numerous unique, desktop publishing features including consecutive numbering, background printing, reserved seating capability and comprehensive graphics functions.

TicketMeister Pro printing templates correspond exactly to perforated stock manufactured by Meister Software, including ten different ticket and coupon formats as well as an auction sheet containing two cards with 27 individual tear-off stubs.

For everything else, visit us at www.customperforating.com or call 800-364-1509.

NOTE: Throughout this User Manual any reference relating to functionality applies equally to both tickets and auction cards. That is, the functionality of each mode applies equally to both ticket and auction sheet compositions.

System Requirements

Hardware Requirements

Computer: Virtually any hardware setup that is capable of running Microsoft Windows 98, NT, 2000, XP, VISTA and Version 7.0 - and which includes a CD-ROM drive or a modem - will accommodate TicketMeister Pro.

Printer: Generally speaking, any printer that is “Windows compatible” is TicketMeister Pro compatible. The one area of primary importance, however, is that your printer be equipped with a paper feed that is manually adjustable.

The manual adjustability is necessary so that you can feed and accept paper that is other than 8 1/2” x 11” in size. If your printer has a manual feed that has either 1) two slides that converge toward the center (Centered), or 2) one slide that pushes sideward (Edge Justified), your printer has an adjustable manual feed.

The ability to manually feed paper is also necessary due to the heavier weight of card stock and the perforation of tickets and stubs. Using a manual feed (vs. using the cassette tray) provides a more direct feed of paper and minimizes curling and jamming of stock. If the feed does not accommodate multiple sheet feeding, you will have to feed the printer one sheet at a time.

Installation

TicketMeister Pro will *self-install* when inserted into your CD-ROM drive. During installation, all TicketMeister Pro files are installed into the default directory created by your operating system. This will normally be Myriad Data Corp. A TicketMeister Pro icon is automatically placed onto your Desktop during the installation process. To start TicketMeister Pro, simply double-click the TicketMeister Pro icon.

You may also manually install it by following the directions listed below.

1. Insert CD-ROM into appropriate Drive (x:)

2. Click the **Start** selection on the Desktop task bar.

3. Select **Run** from the Start Menu. Follow the instructions on the screen. The Install program will tell you when the installation is complete.

4. Enter **x:SETUP** and click **OK**.

5. Follow the instructions on the screen. *TicketMeister Pro* tells you when the installation is complete. The whole process should take less than two minutes.

NOTE: If an old version of TicketMeister (that is, NOT TicketMeister *Pro*) is already installed on your computer, TicketMeister Pro will be installed as a separate software program with its own Desktop icon. Both TicketMeister and TicketMeister Pro can be installed and used independently of each other.

Ticket Formats and Sizes

You can now use your PC and printer to design, maintain and print a virtually limitless number of professional quality tickets for raffles, theater seating, general admission, coupons and a myriad of other purposes.

TicketMeister Pro composes tickets conforming to the seven specific ticket formats listed below and have been designed to handle just about any ticket need you may encounter.

Format	**Tkts per sheet**	**Overall (**hxw**)**	**Ea Stub (**w**)**
3-up, 1 stub	3	3.25" x 7.50	2.75"
3-up, 1 stub, JUMBO	3	3.67" x 8.50	3.50"
4-up, 1 stub	4	2.75" x 8.50	3.00"
5-up, 1 stub***	5	2.00" x 6.00"	2.00"
6-up, 1 stub	6	1.83" x 6.75"	2.25"
6-up, 1 stub, JUMBO	6	1.83" x 8.50	2.75"
6-up, 2 stubs	6	1.83" x 8.50"	2.25"
8-up, 0 stubs	8	2.75" x 4.25"	n/a
8-Up, 1 stub	8	2.13" x 5.50"	1.88"
10-up, 1 stub	10	1.70" x 5.50"	1.75"

*** **NOTE:** The **5-up format**, with its ½" perforated border on all four sides of the sheet, is the only format that allows you to ***print to the extreme edge of the ticket and stub***. Your printer is designed *not* to print to within ¼" of the edge of the paper. Therefore, by incorporating the ½" perforated margin around the perimeter of our 5-up ticket stock, TicketMeister Pro "fools" the printer into thinking the ticket perimeter is larger than it actually is. Effectively, you can actually print to and "through" the border of the ticket. (See schematic of 5-up ticket format on page 12.)

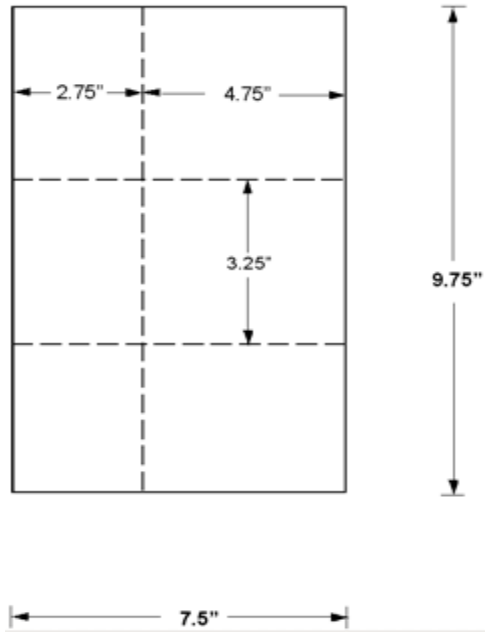
TicketMeister Pro offers a consecutive numbering system that automatically numbers tickets up to 999,999. Ticket numbers can be placed anywhere on the ticket or stub. Numbers can also be oriented vertically or horizontally, and printed with or without leading zeros. You can even use Roman Numerals. Of course, you can choose not to have any numbers at all. Numbering can begin with any number, so correcting for mistakes or printing additional tickets is easily remedied.

You can print as many lines of text as you can fit on each ticket. Both text and images can be added, deleted, replaced and placed anywhere on the ticket or stub portions. And, if you need even more space for details or directions, simply use the other side of the ticket with a second pass through your printer. Tickets may also be printed in either horizontal or vertical orientations.

Complete reserved theater seating functionality is available with TicketMeister Pro. You can selectively print the "entire house" or just one specific seat number. Sections, rows, and seat numbers can be placed anywhere on tickets and stubs. You can also add and maintain an unlimited number of theater configurations. Please refer to the section on *Theater Seating* for complete details.

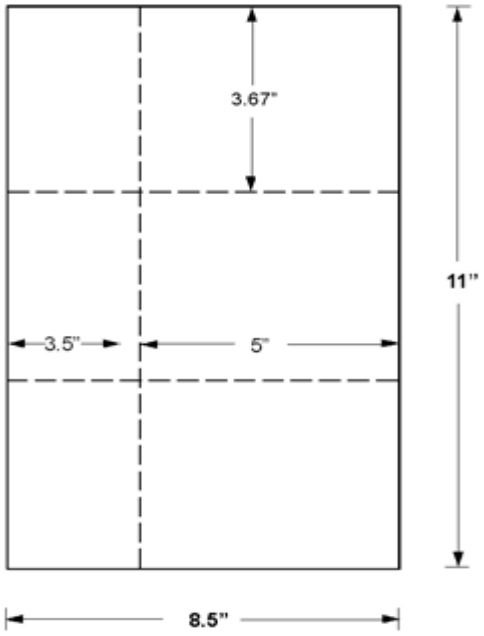
Schematics displayed on following pages show both individual ticket and ticket sheet sizes. Ticket Meister Pro *knows* the different sheet sizes and compensates during the printing process. Make certain you use the manual feed of your printer for best performance. The manual feed selection generally provides a more direct feed and is more suitable for card stock. All ticket stock offered through Meister Software is perforated between tickets on sheets, as well as the tear off stubs.

NOTE: Although TicketMeister Pro is specifically designed to print tickets using the formats described above – and we believe they should handle 99% of requirements - we will be glad to manufacture perforated ticket stock in virtually *any* configuration you may need (minimum order quantity may apply). Visit us at www.customperforating.com or call 800-364-1509 for details and a quick quote.

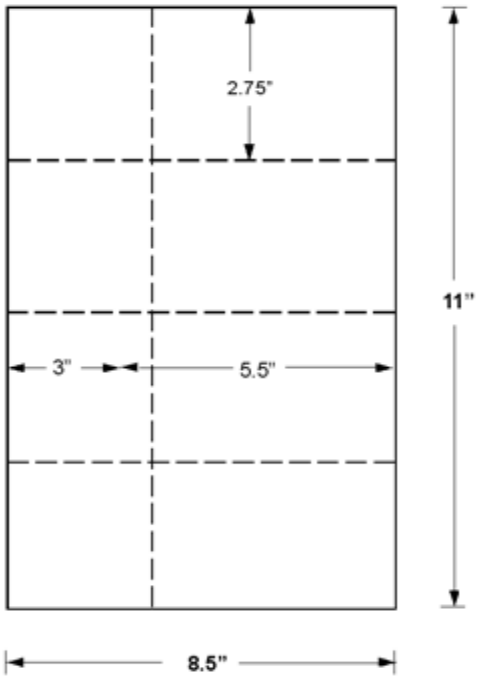


4

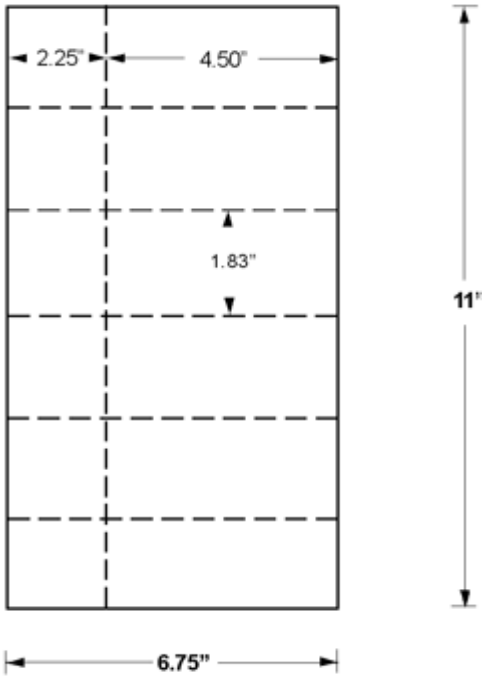
3-UP, 1 stub



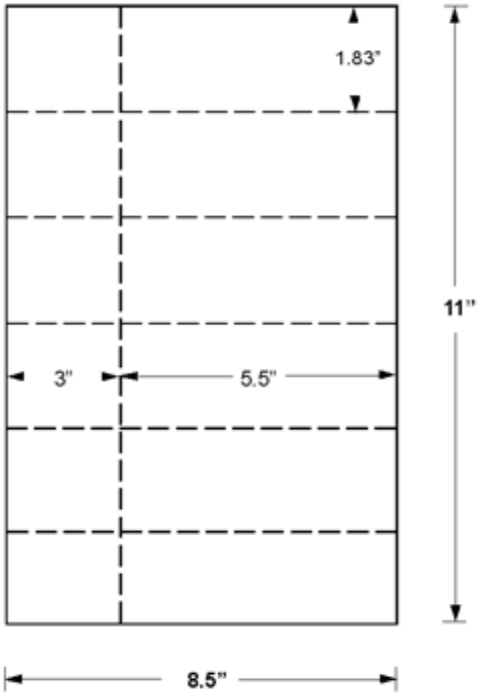
3-UP, 1 stub, JUMBO



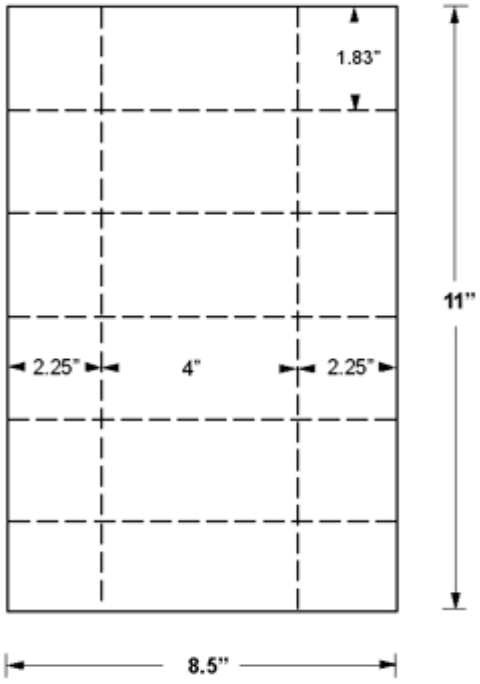
4-UP, 1 stub



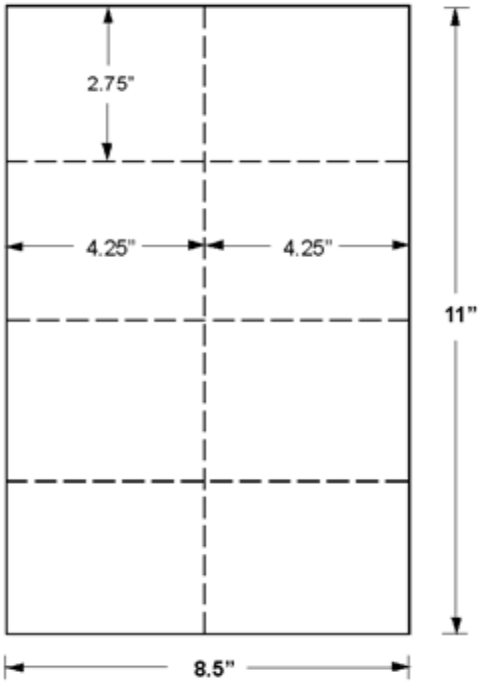
6-UP, 1 stub



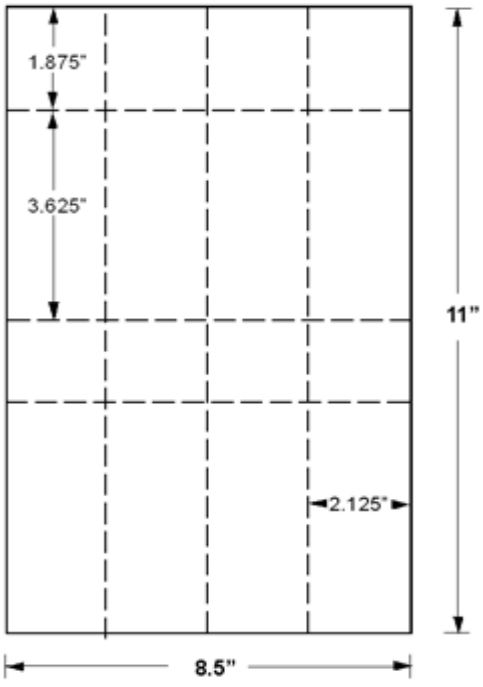
6-UP, 1 stub, JUMBO



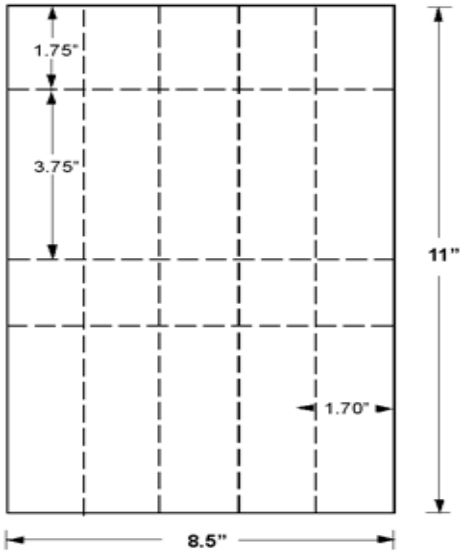
6-UP, 2 stubs



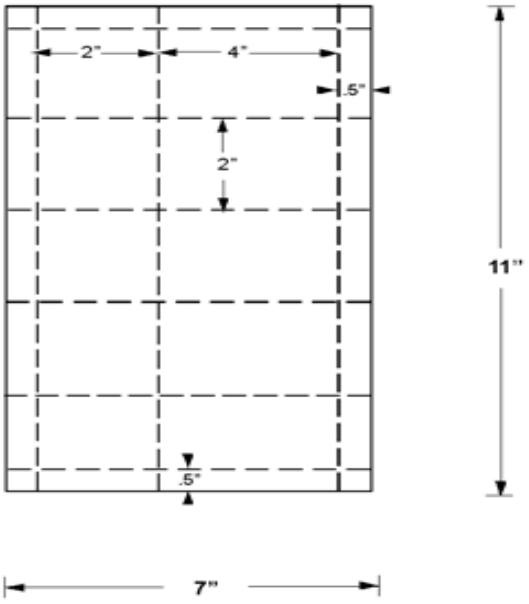
8-UP, no stubs



8-UP, 1 stub



10-UP, 1 stub

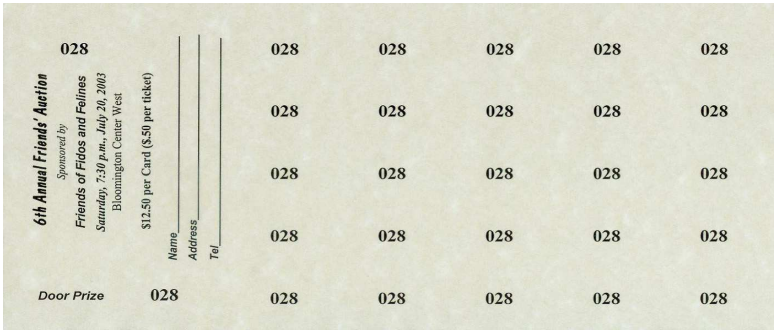


5-UP, 1 stub, <u>with ½" perforated border</u>*

Auction Card Basics

We do not have a clue as to the actual derivation of the term “Chinese auction” in relation to the use of these uniquely formatted sheets, but it seems to be the phrase most often used to describe this extremely popular fund raising vehicle. Other names include “silent auction” and “penny auction”.

The schematic above depicts a blank, pre perforated auction card, with 25 small, separable tickets, one tear off information stub, and an additional smaller tear - off stub that is often used as a “door prize” coupon.



Above is a depiction of what a printed auction card might look like. For detailed information on how to design and create auction cards, visit the section entitled Creating a New Auction Card.

Functionally, each auction sheet consists of 25 equally sized and same-numbered tickets, each of which is assigned the same dollar value. For example, if the auction sheet cost $25.00, each of the 25 individual tickets would have a value of $1.00.

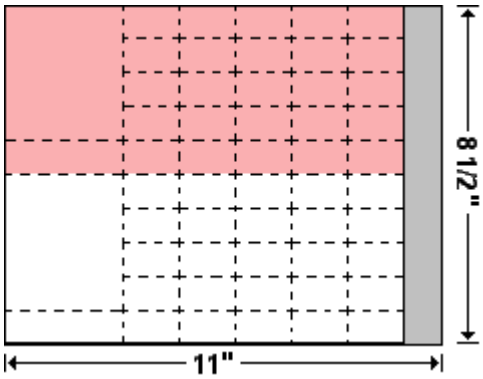
The distributor of the auction sheets (that is, the fund raiser or event coordinator) receives the $25.00 payment and keeps the large tear-off portion with the purchaser's address information. The auction sheet purchaser receives the portion with the 25 numbered tickets.

The auction begins with a collection of items to be auctioned. Items can be anything from donations by local businesses or simply “travel treasures” donated by participants, group members or concerned individuals. Each “treasure” is

placed on a table with an appropriate description with a container of some sort next to it.

Once the auction begins, “bidders” can place as many tickets as they wish into the container accompanying any “treasure” they might have an interest in. If a bidder really wants a particular item, he or she will likely “bid” higher for that particular item (or, place more tickets in that particular container) than another.

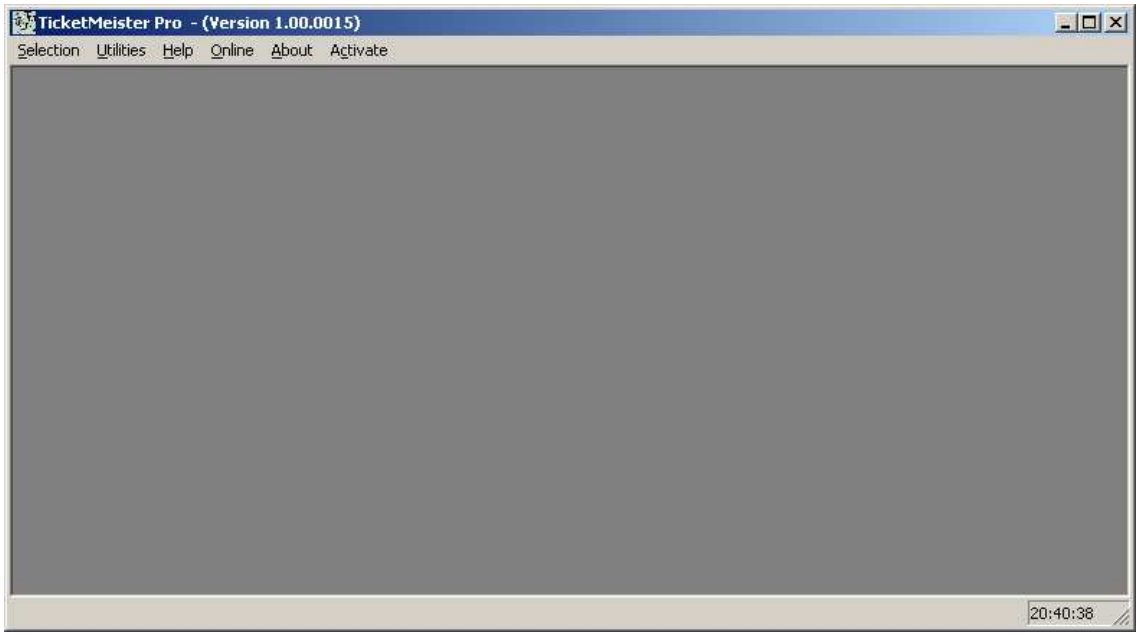
At the end of the auction, the person bidding the most for any particular “treasure” wins that item. Alternatively, a judge can pick a winning ticket out of a hat, the concept being that the more tickets you put in any particular container, the greater your chances of winning that particular item through a drawing.



Each auction sheet offered by Meister Software – and the format for which TicketMeister PRO was designed - contains two separate auction cards consisting of the main tear-off stub, one extra or “door prize” ticket, and 25 individual, same-sized tickets or “chits”. Overall size of each auction sheet is 9 ¼” x 8 ½”. The size of each of the two cards per sheet is 9 ¼” x 4 ¼”. Each of the 25 chits are approximately 1 5/16” x 7/8” and the door prize ticket is 1 ¾” x 7/8”.

NOTE: In addition to using TicketMeister Pro to print your own auction cards onto blank stock, you may also order both pre-numbered and custom auction cards as well. Please refer to **www.meistersoftware.com/auction_cards.html** for pricing and details.

Main Menu Overview



The Main Menu of *TicketMeister Pro* - that is, what you first see when you enter the program – is shown above. As you can see, there are six choices: **Selection**, **Utilities**, **Help**, **Online**, About and – if the version you are using is an evaluation copy or has not yet been activated – **Activate**. Each of these choices provides additional options that are more fully described on the following pages.

To activate any choice you can either click your mouse on the selectable choice or, alternatively, press the underlined letter corresponding to the desired selection appearing on your screen (for example, "S" for Selection).

Selection

2-up auction cards
3-up w/ 1 stub
3-up w/ 1 stub, JUMBO
4-up w/ 1 stub
5-up w/ 1 stub
6-up w/ 1 stub
6-up w/ 1 stub, JUMBO
6-up w/ 2 stubs
8-up w/ no stub
8-up w/ 1 stub
10-up w/ 1 stub

Recent selections
Exit

Select one of the ten TicketMeister Pro formats that you would like to create. You may also recall a Recent selection or leave TicketMeister Pro and return to your Windows Desktop by selecting Exit.

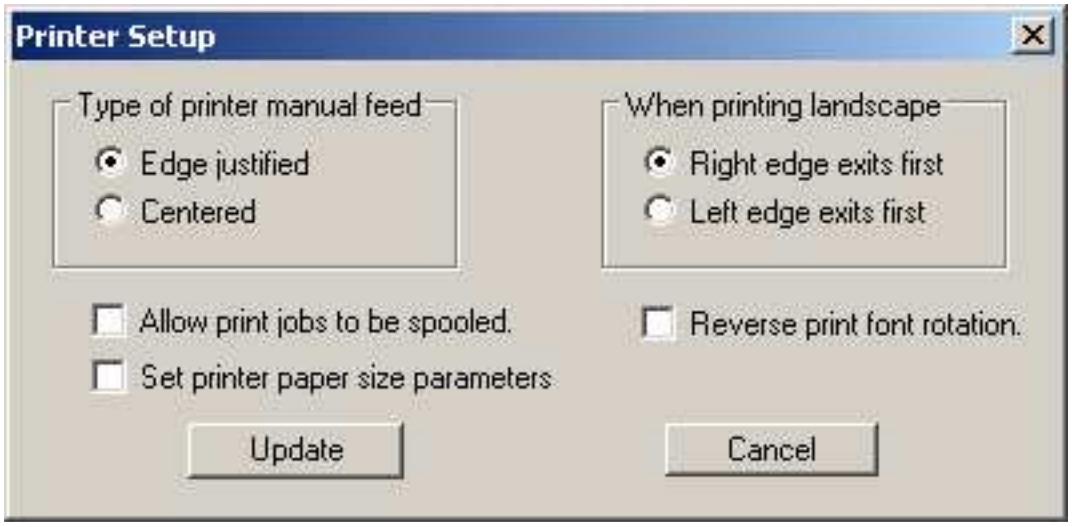
Once you make your selection, you will be able to view an alphabetical list of compositions that have already been created in the format selected. Initially, you will see both Sample and New ticket compositions. As they are added, your own compositions will appear. You can select, rename or delete any ticket listed.

To create a new ticket or auction sheet, either 1) select an existing work whose format you want to use (sample templates are included), modify the times, dates and other information accordingly, and Save the ticket under a *new name*, or, 2) select New and start from scratch and, when finished, save it under a unique name. This newly named composition will then be alphabetized among any already existing names. As you move your mouse cursor over the different formats, a schematic showing each format's dimensions, as well as its size relative to an 8 ½" x 11" sheet, will appear to the right.

Utilities

Printer Setup
Graphics Manager
Theater Setup
Select Winner
Backup
Restore

Printer Setup



The Printer Setup contains settings that affect either your printer or the actual printed output.

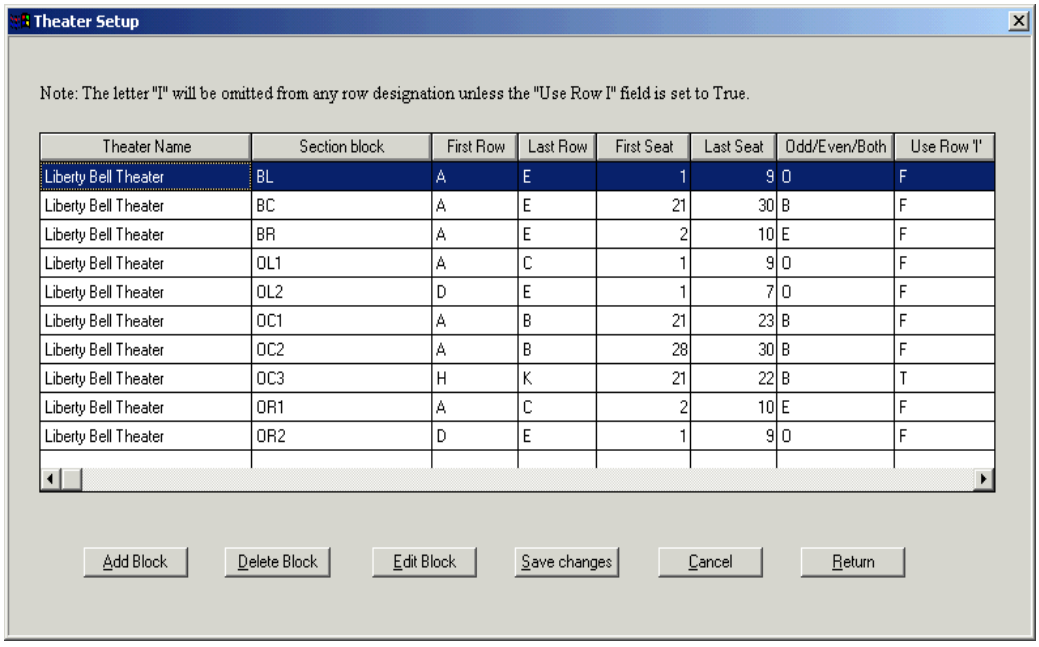
The **type of manual feed** your printer uses to print non-standard sizes of stationery is extremely important when using the 3-up, 5-up and 6-up ticket formats, since all are narrower than the standard 8 1/2". If your printer has two slides that converge toward the center to accept stock, it is **centered**. If your printer employs one slide that you push toward either side, it **edge justified**. Failure to use the correct setting will result in printed output being off laterally. *Edge justified* is the default setting.

Another important setting involves how the leading edge of paper that is fed into your printer is registered. The default setting for TicketMeister Pro - and the one that will be correct in most cases - is "Right edge exits first". If your printer functions differently, simply make the appropriate change. This setting is only applicable when **printing in landscape orientation**.

Allow print jobs to be spooled is a setting change you only need make if, when printing a ticket, portions of that ticket do not appear on the final product. Sometimes only the images print; sometimes combinations of text and images will not print. This is usually the result of your printer not having sufficient working memory to handle the downloading of either too much data or printing too many tickets at one time. You may also want to print fewer tickets per job and then resume at the last ticket number. **NOTE: The default setting is "*not* to spool"** (that is, leave the block *unchecked*).

Reverse print font rotation refers to the anomalous possibility of fonts printing in an orientation other than that selected (particularly the orientation of *number blocks*); if this happens, choose this option. **The default setting is *not* "to reverse print rotation"**, which will be correct for most situations.

Theater Setup


Theater Setup
Note: The letter "I" will be omitted from any row designation unless the "Use Row I" field is set to True.
Theater Name | Section block | First Row | Last Row | First Seat | Last Seat | Odd/Even/Both | Use Row 'I'
Liberty Bell Theater | BL | A | E | 1 | 9 | O | F
Liberty Bell Theater | BC | A | E | 21 | 30 | B | F
Liberty Bell Theater | BR | A | E | 2 | 10 | E | F
Liberty Bell Theater | OL1 | A | C | 1 | 9 | O | F
Liberty Bell Theater | OL2 | D | E | 1 | 7 | O | F
Liberty Bell Theater | OC1 | A | B | 21 | 23 | B | F
Liberty Bell Theater | OC2 | A | B | 28 | 30 | B | F
Liberty Bell Theater | OC3 | H | K | 21 | 22 | B | T
Liberty Bell Theater | OR1 | A | C | 2 | 10 | E | F
Liberty Bell Theater | OR2 | D | E | 1 | 9 | O | F
Add Block
Delete Block
Edit Block
Save changes
Cancel
Return

The Theater Setup selection is where you want to be when making changes to or creating a new theater configuration. A particular theater - such our sample *Liberty Bell Theater* shown in the diagram above – is comprised of all the different Sections located within the Liberty Bell Theater itself. It is here that you specify the rows and seats that make up a specific section. There is no limit to the number of different theater configurations you can maintain.

Select a Winner

See special section on *Selecting a Winner* on pages 45-46.

Backup

Back-up or “save” files that contain all information about your ticket compositions and reserved theater seating. Backed up information can be *restored* at a later date if needed. Files can be backed up to any directory or external. You must specify the location from which you want the files backed up. Files to be backed up will overwrite files with the same name.

Restore

Restore or "retrieve" files that have been backed up using the Backup selection above. Files to be restored will overwrite same-named files in your TicketMeister Pro directory. You must specify the source from which files will be restored (for example, C:\My Documents).

NOTE: TicketMeister Pro can only *Restore* files that were saved using the TicketMeister Pro *Backup* function found under Utilities.

Help

Help Index

Quickly find answers by item and category searches.

User Manual

Open and view User Manual from within TicketMeister PRO. The file - **tmp_user_manual.pdf** - was copied into your TicketMeister PRO directory at the time of installation (C:\Program Files\Myriad Data\TicketMeister PRO). To make sure you are using the latest version, visit the Download page at https://www.meistersoftware.com/downloads.html.

FAQ's

Access the FAQ's page at **www.meistersoftware.com/faqs.html** to view current questions asked most frequently by TicketMeister PRO users.

About

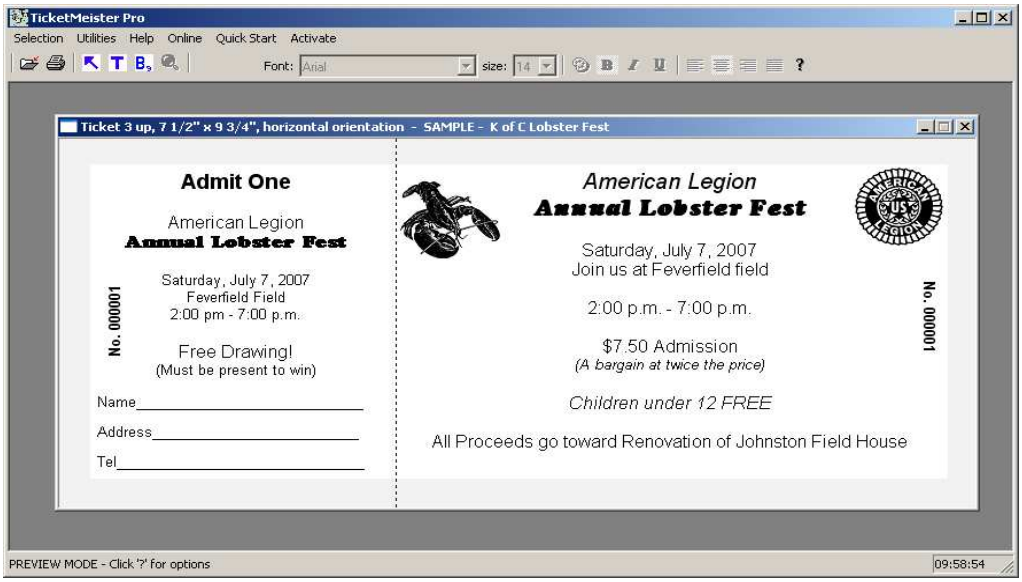
Access the Identifies the specific version of TicketMeister Pro you are using. Refer to the Download page at **www.meistersoftware.com/downloads.html** to verify that you are using the most current version; if not, download the update file.

Activate

Appears when either a downloaded or CD version of TicketMeister PRO has been installed on your PC and has not yet been activated. Clicking Activate will display your Registration ID which, upon purchase of TicketMeister PRO, we will be glad to activate by providing you with the appropriate Unlock Key.

NOTE: If you are using an "LE version" of TicketMeister PRO, the word Activate will appear but applies ONLY to Activating format Selections OTHER THAN the one that applies to the LE version you are using.

Navigating with Modes


TicketMeister Pro
Selection Utilities Help Online Quick Start Activate
Font: Arial size: 14
Ticket 3 up, 7 1/2" x 9 3/4", horizontal orientation - SAMPLE - K of C Lobster Fest
Admit One
American Legion
Annual Lobster Fest
Saturday, July 7, 2007
Feverfield Field
2:00 pm - 7:00 p.m.
Free Drawing!
(Must be present to win)
No. 000001
Name
Address
Tel
American Legion
Annual Lobster Fest
Saturday, July 7, 2007
Join us at Feverfield field
2:00 p.m. - 7:00 p.m.
$7.50 Admission
(A bargain at twice the price)
Children under 12 FREE
All Proceeds go toward Renovation of Johnston Field House
No. 000001
PREVIEW MODE - Click '?' for options
09:58:54

Above is a scaled, "full screen" image of TicketMeister Pro showing a 3-up ticket in Preview mode, Note that the Preview mode icon - the one that looks like a magnifying glass on the tool bar - appears as "grayed out", while the Select, Text and Background modes are still shown in blue. Note also that the current mode is described in the lower left portion of the screen for information purposes. Holding your mouse cursor over the icons in the tool bar will describe what each does.

NOTE: The *current* mode is always shown on the bottom left of your display. This Mode descriptor is *always* present when viewing a composition screen. This will inform you of the mode you are "in" and what functions are available while in that mode.

THINK <u>RIGHT</u> BUTTON!

TicketMeister Pro relies heavily on the use of the right button of your mouse. There are no hidden icons or unselected task bars. Except for the three "mode" icons", navigation with TicketMeister Pro is a left or right click away. Designed to allow you to create tickets as easily as possible, only those options that are applicable to the "task at hand", will be selectable.

Cut, Copy, Paste and Delete

While in the Edit mode, the standard Windows choices of Cut, Copy, Paste, Delete and Undo are in full effect for text (graphics do not apply). Note that, in order to Cut, Copy or Delete any text, a specific line of text or a portion of that line *must be highlighted*. You can Paste source text anywhere on the ticket.

What are Objects?

An object is a *block* or *field* that holds images, numbers or lines of text; any individual item that appears on your screen is an object. A *blank* ticket – that is, the white composition screen you get when selecting New - has *no* objects; you must add them (see Select Mode) before you can add either text or graphics..

There are **seven different dedicated types of object fields** that can be used in TicketMeister Pro, including image, text, number, description and theater seating fields. Each of these types of objects is described elsewhere in this manual in more detail.

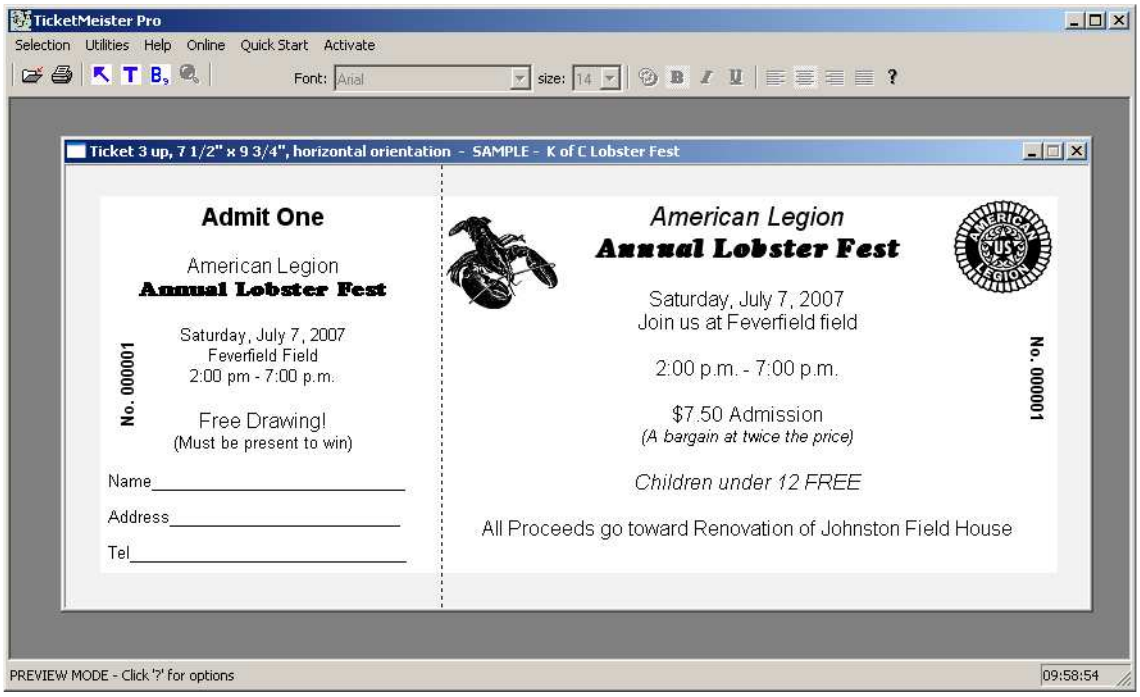
Type of Object Field:	**Use with:**
Image	**Graphics** (must be .jpg, .bmp, .pcx, or .tif)
Text	**Text** (can use multiple fonts in each block)
Text (rotatable)	**Text** (rotate 90 degrees to the left or right)
Number	**Ticket Numbers** (can also rotate 90 degrees)
Theater --- choose from three types below	
	Section Alpha and/or numeric characters
	Row Use alpha *or* numeric characters
	Seat number Use numbers only

Modes

The Mode is the state you are *in* when viewing any TicketMeister Pro composition screen. There are FOUR modes: SELECT, TEXT, BACKGROUND and PREVIEW. Once an existing composition is "opened", you are automatically "in" the TEXT mode. If you choose New, you will be in the SELECT mode.

PREVIEW MODE

The Preview mode shows you how your ticket will appear when it is *printed* as well as how it will look before it is *saved*. The only selectable choices while in the Preview Mode - other than the two other modes - are Print and Save.


TicketMeister Pro
Selection Utilities Help Online Quick Start Activate
Font: Arial size: 14
Ticket 3 up, 7 1/2" x 9 3/4", horizontal orientation - SAMPLE - K of C Lobster Fest
Admit One
American Legion
Annual Lobster Fest
Saturday, July 7, 2007
Feverfield Field
2:00 pm - 7:00 p.m.
No. 000001
Free Drawing!
(Must be present to win)
Name
Address
Tel
American Legion
Annual Lobster Fest
Saturday, July 7, 2007
Join us at Feverfield field
2:00 p.m. - 7:00 p.m.
$7.50 Admission
(A bargain at twice the price)
Children under 12 FREE
All Proceeds go toward Renovation of Johnston Field House
No. 000001
PREVIEW MODE - Click '?' for options
09:58:54

Ticket shown above is displayed in the **Preview Mode.** It is the mode you are "in" when first opening an *existing* ticket. This is how the ticket will look when printed. From here, if you want to change text, select the Text mode icon. If you want to add a new or move an existing object, choose the Select Object mode icon. The "No. 999999" shown on both sides of the ticket is for display purposes only. The actual ticket number(s) will be decided at time of printing.

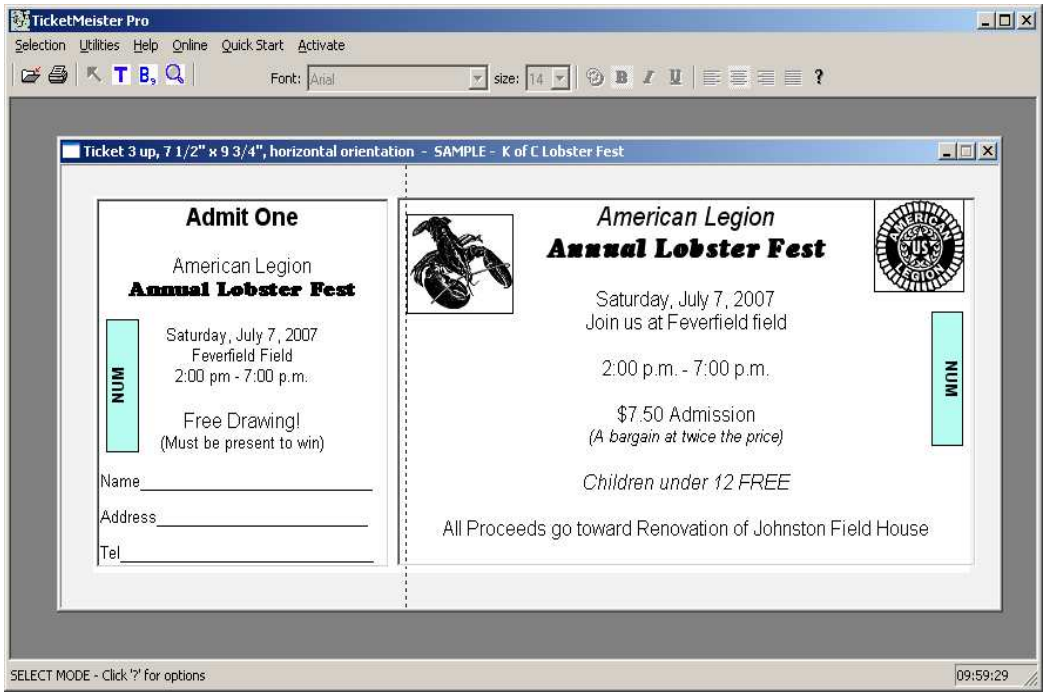
To ***print a ticket***, click on the Print icon or right click anywhere on the ticket composition screen and select Print this Ticket.

To ***save a ticket*** under any given name, click on the Folder icon or right click anywhere on the ticket composition screen and select Save this Ticket. TicketMeister Pro will present a screen prompting you for the name under which you would like to

save the current ticket. The name you enter will become part of and alphabetized with all other tickets for future recall.

SELECT MODE

You must be in the Select mode if you want to add, delete, resize or move an image, text or number object, as well as selecting a replacement image and creating ticket numbers. In order to manipulate any object, it *must first be added and then selected. To select an object, you must 1) be in the select mode and 2) left click that object. Then, to manipulate it, right click the selected object and follow the prompts.*



Schematic above shows how a ticket might appear while in the **Select Mode**. Note that the text blocks are shadowed in gray and the number fields are shown in blue. Graphic images will be shown surrounded by a thin border. When New is selected under any ticket format, you will be presented with a blank ticket (all white) while in the Select Mode. Right clicking anywhere in the "white space" will guide you to adding whatever type of block you wish.

To ***add a text object****, an* ***image object****, a* ***number object****, a* ***description object*** *or a* ***theater section****,* ***row****, or* ***seat number,*** right click an area on the ticket composition screen where there is no object - "white space", if you will - and make your selection. In all cases, an object will appear that can be resized. **This is the only place where you can add an object to your ticket composition.**

Once **Add a number field** has been selected you must then choose whether you want the number to be right side up (that is, Standard), sideways facing left from center (90 degrees), or sideways facing right from center (90 degrees). **Select Mode is the *only* time you are able to add a number field**. Right clicking your mouse also provides you with the ability to center, or to either left or right justify the number within the number object, as well as choosing a different font.

Random number fields are simply number fields that – while in the Text Mode – are converted into **to a random number field**. Then, during the printing process, you will be able to specify the range from within which the random numbers will come.

To ***delete a number object***, right click the *selected* number and make your selection from the choices shown. Modifications include **changing the font** of that number, **choosing between Arabic and Roman numbers**, and **specifying the alignment** of the number (left, center or right) within the number field.

To ***select an object***, simply point *at* that object with your mouse and then double-click it with the left mouse button. Once selected, the object will appear with a blue dotted perimeter and small blue indicator marks placed along the perimeter. If the blue dotted perimeter does not appear, the object is not selected.

To ***move an entire selected object***, simply left click, drag and drop that object elsewhere on the composition screen.

To ***move any image or text block to the back or front*** of your composition, simply left click to select a particular block, and then right click that same block and follow the prompt.

Rotate Image: Right clicking a Selected image will incrementally rotate an image 90 degrees until you achieve the desired result.

To ***stretch a selected object***, place the mouse cursor directly over one of the blue indicator marks, and then "click and drag" the graphic into any shape you would like.

To ***delete or insert/replace an image,*** right click a *selected* image and choose as appropriate. If you choose to replace an image, you will be presented with the standard Windows Image files block that allows you to select any graphic from anywhere within your PC environment

To ***delete a text object***, right click that *selected* text object and make your selection.

To **add a theater *section***, ***row*** or ***seat* number**, please refer to the Theater Seating section elsewhere in this manual.

To ***reverse the stub*** from left to right (or vice versa), right click any white space area and then left click as appropriate. You will see the position of the vertical dotted line denoting the stub portion of the ticket move from one side of the ticket to the other. This feature serves as nothing more than a guide in case you would like to create a ticket with the tear off stub on the right side - ***the dotted line appearing on your screen will not print***.

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NOTE: If you wish to use a Random Number field, you must first enter a regular Number field while in the Select Mode. Then, while in the Text Mode – you can convert this number field into a Random Number field by right clicking that designated Number Field and selecting the Random/Sequential number option, which will toggle that field back and forth from random to sequential; whichever is desired.

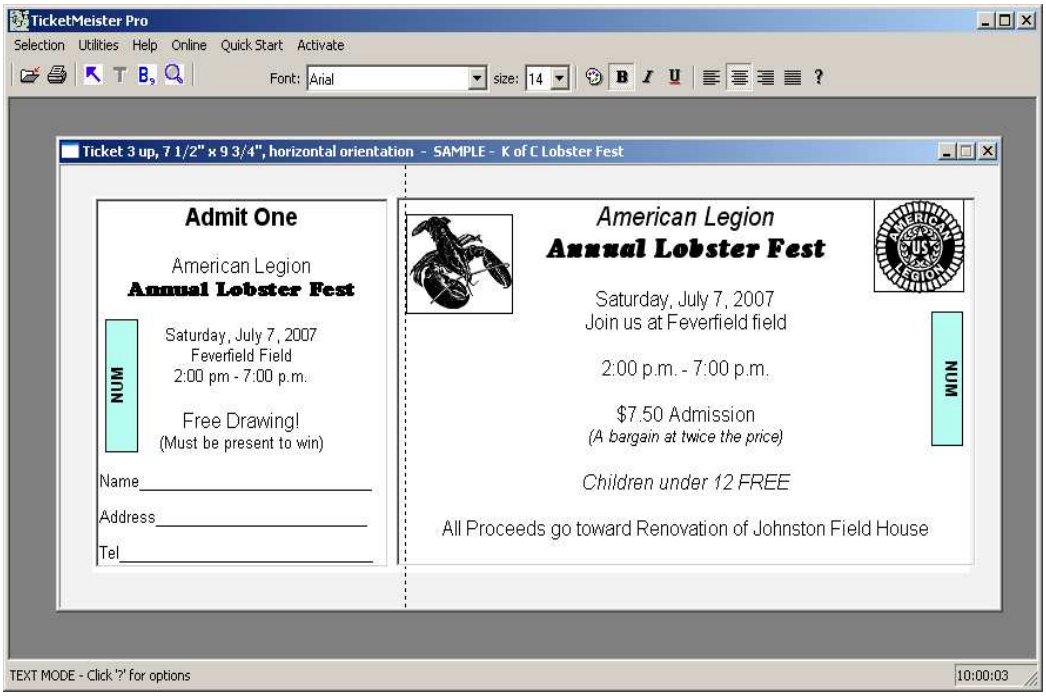
NOTE: While in the Select Mode - AND while viewing the Graphics Manager screen (selectable under Utilities) - you can left click any image shown and drag and drop it directly into a pre-existing image field.

TEXT MODE

You must be in the Text mode to **enter or modify text**, as well as to change an existing number field from **random to sequential and vice versa**. To select any particular block of text, left click your mouse button while the cursor is *in* that text object. *That* object block is *selected* and the one that will be directly affected by the choices described below.

To change a number field from sequential to random or from random to sequential, simply right click the already existing field and choose the Random/sequential number choice. This will toggle the type of field from one to the other. The range within which the random numbers will come is established during the Printing process.

In addition to the standard Cut, Copy, Paste, Delete and Undo choices conventional to Windows, highlighting any text will allow you to ***change the font of that text*** within that object. By selecting to change the font, you are presented with a standard Font modification screen that will allow you to change the type style, size, and color of the font.

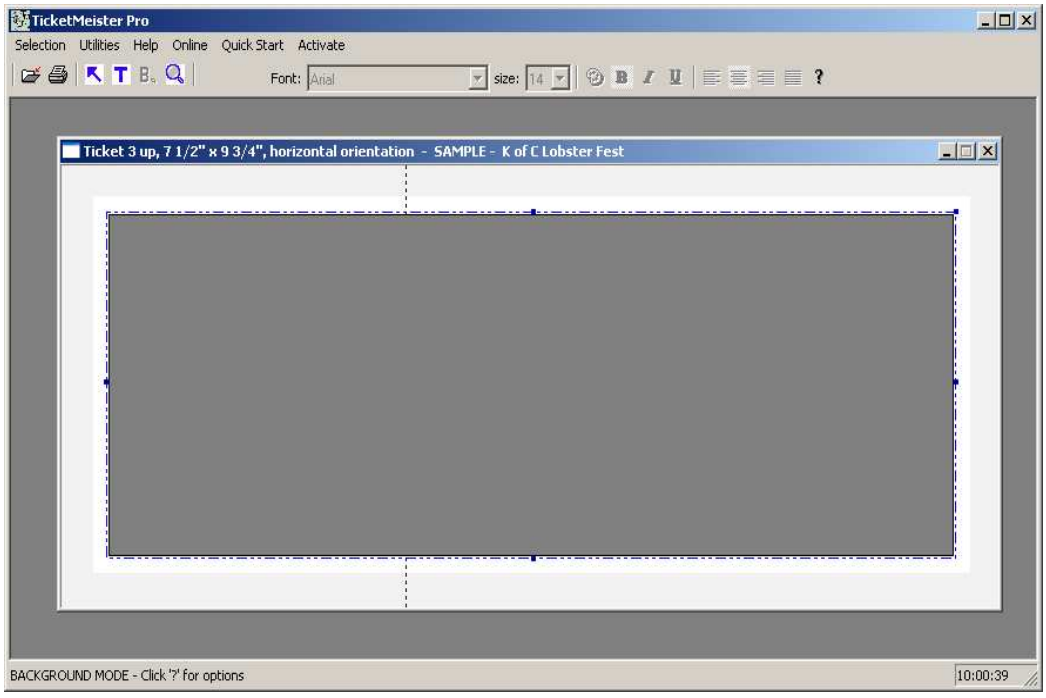


View above shows what a ticket might look like while in the **Text Mode**. The Text mode is the *only* mode in which text can be added, deleted or changed. If, while in the Preview Mode or after printing, you do not see a particular line of text that you *absolutely, positively know you entered*, it is most likely that the block holding the text was not large enough to hold the entire height or width of the text itself. Simply click the Select Mode, select that particular block and stretch it to accommodate the text in question; alternatively, you could select a smaller font size.

To ***left align, center or right align text*** within any text object, right click any word or line of text in a particular text object and make your selection. Text will visibly change between alignments on your screen.

BACKGROUND MODE

The Background Mode is designed to allow the use of background images such as borders, watermarks and shaded logos. Backgrounds can *only* be added and deleted while in the Background mode. They can only be viewed while in the Background, Text or Preview mode. It is not apparent in the Select mode at all. As mentioned elsewhere, ALWAYS view your composition in the Preview Mode BEFORE printing your work.


TicketMeister Pro
Selection Utilities Help Online Quick Start Activate
Font: Arial
size: 14
Ticket 3 up, 7 1/2" x 9 3/4", horizontal orientation - SAMPLE - K of C Lobster Fest
BACKGROUND MODE - Click '?' for options
10:00:39

Selecting the Background Mode icon will present the above screen showing a rectangular "background" field. This field serves as a template into which an image can be added from those residing in the TicketMeister Pro directory. Image types that are recognized include .jpg, .bmp, .pcx, and .tif files.

To ***add, delete or replace a background***, select the Background Mode icon and you will be presented with the display shown above. Select the background field by double clicking the gray rectangle. The two indicator marks will appear on the top and to the right of the background field. Right clicking the selected background field will prompt you to insert an image, replace an image, or delete an image.

If you choose to insert or replace an image, you will be presented with the Select an Image screen that shows all applicable images that reside in your default

TicketMeister Pro directory. Choosing to Delete the image only deletes the image from this background field; it does NOT delete the image from your TicketMeister Pro directory. Refer to the section on Images for more details.

To ***move a background***, simply left click the field once again, hold the button down, and then drag and drop that object elsewhere on the composition screen. A symbol with four arrows pointing in different directions will appear on the object while it is in a “moveable” state.

To ***stretch a background***, place the mouse cursor directly over one of the blue indicator marks along the blue dotted perimeter lines and stretch to suit.

Creating a *New* Ticket

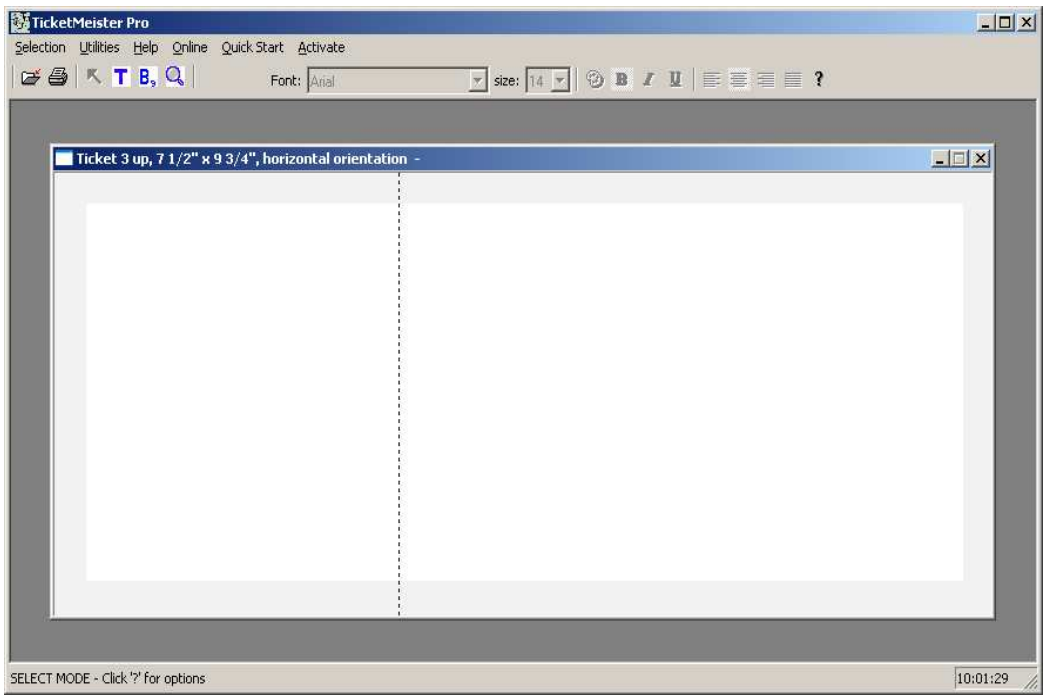
There are basically **two ways** to create a new ticket.

First, you can select an already existing ticket – either one of your own or one of the samples provided by TicketMeister - and then modify it to suit your new needs.

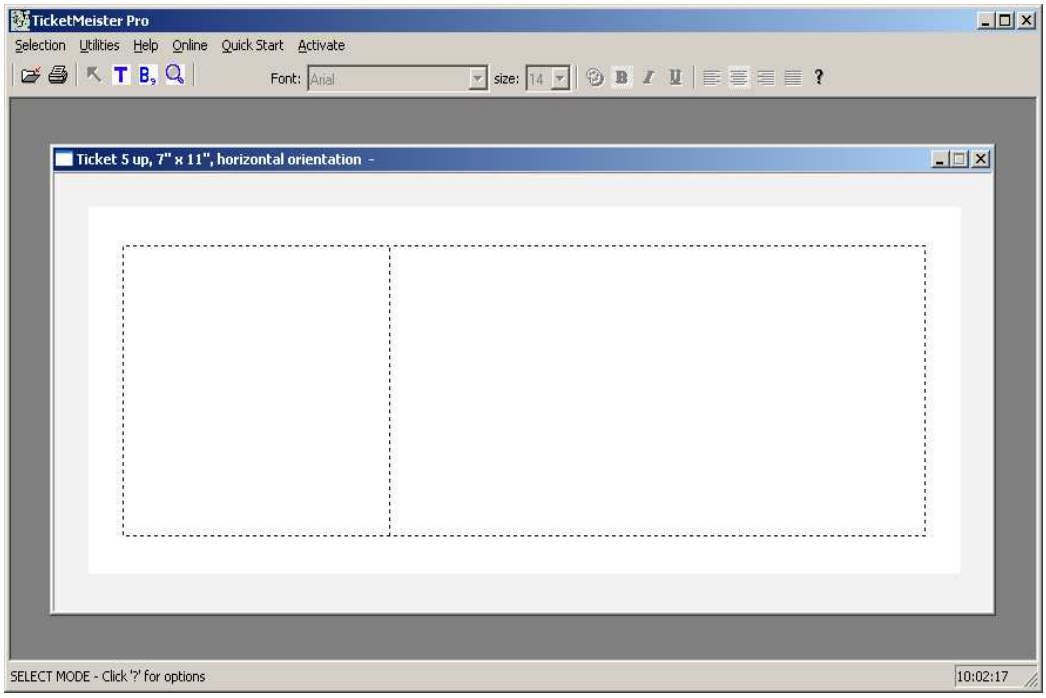
Second, you can choose *New* from the Select a Ticket layout screen and start from scratch. In either case, you must assign the "new" or modified ticket a unique name if you wish to recall it later.

NOTE: The Mode you are in when choosing to create a *New* ticket is the Select Mode. To add an image, number, or text block, *right* click "white space" inside the ticket composition area and follow the prompts.

NOTE: The mode you are in when first viewing an existing ticket composition is the Text Mode. To add text block, you must first go back to the Select Mode, *right* click "white space" inside the ticket composition area and add a text block.


TicketMeister Pro
Selection Utilities Help Online Quick Start Activate
Font: Arial size: 14
Ticket 3 up, 7 1/2" x 9 3/4", horizontal orientation -
SELECT MODE - Click '?' for options
10:01:29

When selecting to create a *New* ticket, TicketMeister Pro will display a composition screen similar to the one above for all but the 5-up and 8-up, no stub formats. The 8-up format does not have the perforation "guide" since 8-up ticket stock does not have a tear-off stub. The 5-up format is an exception (see next page).


TicketMeister Pro
Selection Utilities Help Online Quick Start Activate
Font: Arial size: 14
Ticket 5 up, 7" x 11", horizontal orientation -
SELECT MODE - Click '?' for options
10:02:17

The 5-up format displays a ticket frame made of dotted lines. Again, 5-up ticket stock has a ½" border around the entire sheet so that you can print right up to the edge of the perimeter. This would otherwise not be possible due to conventional printer limitations that do not permit printing to

within ¼" from the edge. When using larger fonts, this could translate into text being as far away as ½" or more from the edge of the ticket. It is always wise to test print on blank paper.

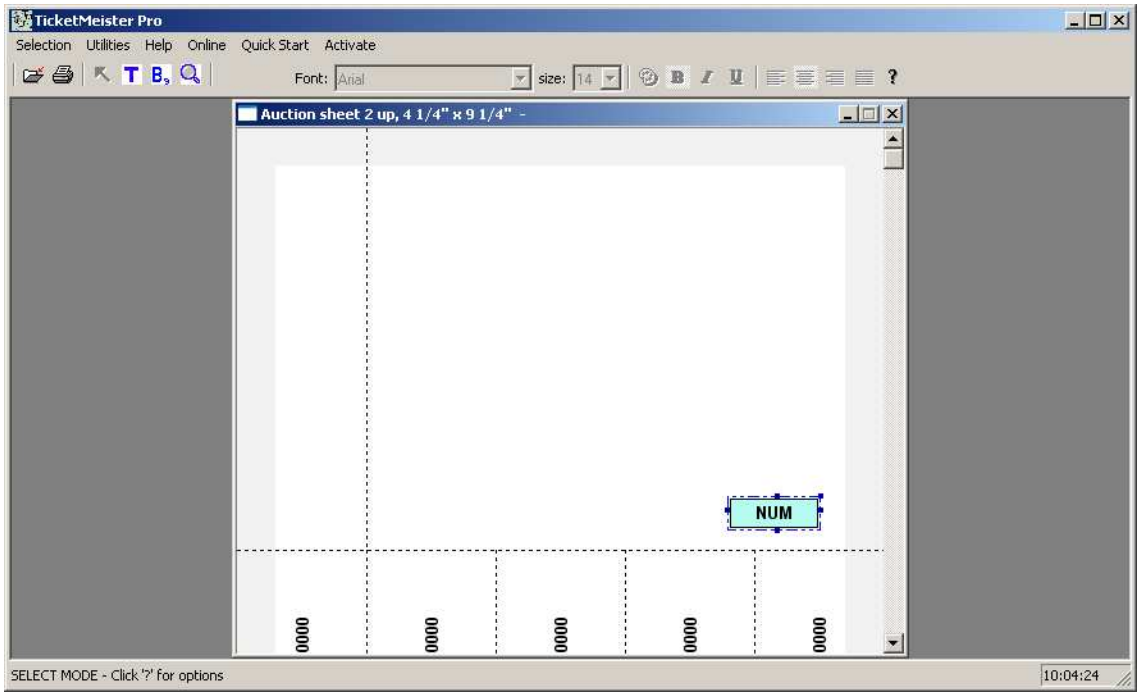
NOTE: You will note a gray shaded area around the perimeter of ticket formats on your screen. This gray area represents the 1/4"area in which your printer does not allow software to print. This is the no print zone or margin that is standard among most modern printers. If you place text or graphics into the gray area, it may not print correctly. Always print a test sheet before printing a new batch of tickets.

The exception to this is using a printer that offers edge-to-edge printing capability (often found in photo printers).

Alternatively, you can choose to use our 5-up format which – because it has ½" perforated borders – "fools your printer into thinking it is larger than it really is".

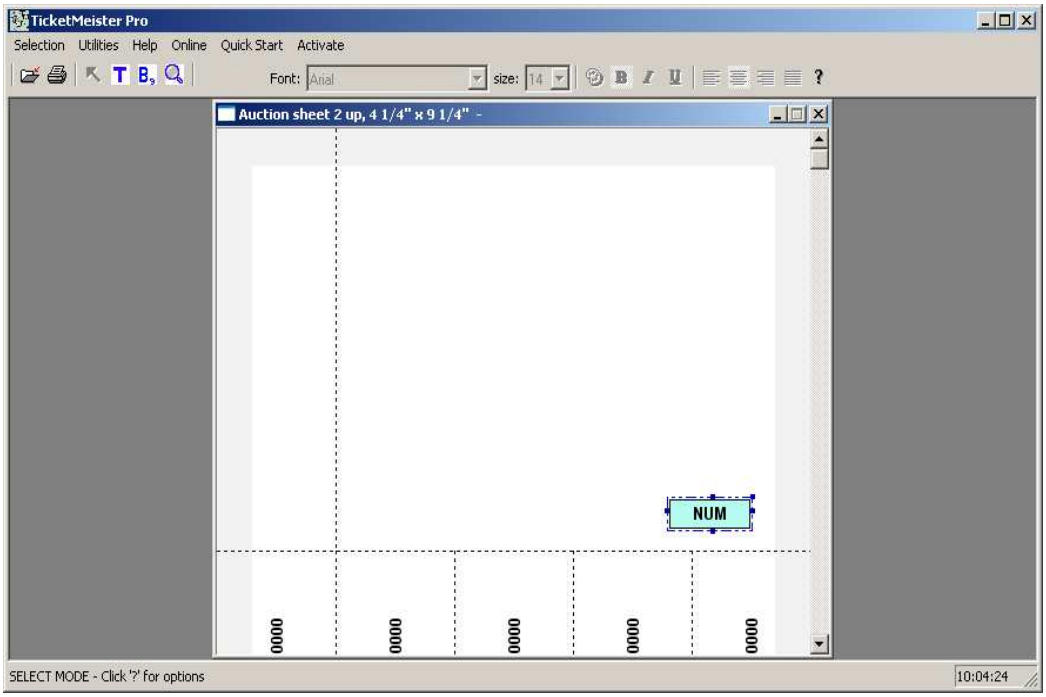
Creating an Auction Card

Creating a New auction sheet is essentially the same as creating a New ticket. First, you can select an already existing sheet – either one of your own or one of the samples provided by TicketMeister - and then modify it to suit your new needs. Second, you can choose *New* from the Select a layout screen and start from scratch. In either case, you must assign the "new" ticket a unique name if you wish to recall it later.



The above schematic shows what you will see when selecting to create a New auction sheet. Note that this is a partial display of the full size auction sheet showing only one or two rows of the auction tickets or "chits". Use the vertical scroll bar at right to navigate up and down.

Similar to other "New" selections, you are immediately brought into the Select mode with auction sheets as well. To fill the chit spaces with numbers, you must first add a number field by right clicking anywhere in the composition screen and then selecting Add a number. The font of this first number will determine the font of all the chit numbers as well. If you change the font of this first added number, the font of all of the 25 chit numbers will change likewise (see below). If a second number field is added, its font selection will have no bearing on font of the 25 chit numbers.



Once a number field is added to an auction sheet, its font selection will define the font of the other 25 chit numbers. To change the font of the chit numbers, you must change the font of the first number field added. The font chosen for the number field above is Cooper Black.

NOTE: There MUST be at least one number field added to an auction sheet in order for it to be printed. The numbers displayed on your monitor will always be "000001" and, for the number field, "NUM", which are for display purposes only. The starting number and how they appear (i.e., with or without leading zeros), is determined at the time of printing.

Theater Seating

Creating your own tickets for theater, auditorium, or grandstand seating has never been easier. General Admission is no longer something you *have* to do. Now you can easily and inexpensively provide professional ticketing with every performance or event.

Section, row and seat numbering on theater tickets can all be accomplished with TicketMeister Pro for a virtually limitless number of theater seating arrangements. Create individual blocks of seating to accommodate even the most unique theater settings. Name a section anything you would like, such as “Balcony left”; designate rows by letter or number (that is, A-ZZZ, or 1-999); consecutively number seats up to 9,999. And print only what you need - no more, no less. Print the “whole house” or one seat. The first thing you must do, however, is set up your theater.

Setting up A theater

Setting-up a theater seating configuration is a four-step process. The objective is to be able to print one ticket - and only one ticket - for each designated seat. The four steps include:

1) ***Defining*** individual blocks of seating (such as “center balcony” or “left side of theater” or “first 5 rows in orchestra”)

2) ***Designating*** a value for sections, rows and seat number, such as “left, center and right sections”, rows A to L or AA to ZZ and seat numbers 1-20, 50-200 and so on.

3) ***Composing*** the way the ticket will actually appear when printed.

4) ***Printing*** the tickets.

1. Defining your seating requirements

The first step in setting up your theater is to define the area to be used for seating. This could be “every seat in the house”, the ground floor level only, the east and west bleachers of a stadium, or only the first halves of left, center and right sections.

Following is a list of terms and definitions that apply to this discussion of theater seating.

seat - A single place for someone to sit. The minimum is one. The maximum is 9,999.

row - A continuous and consecutive line of *seats*. The minimum is one. The maximum is 999. You can use either letter (A-ZZZ) or numbers (1-999). NOTE: You

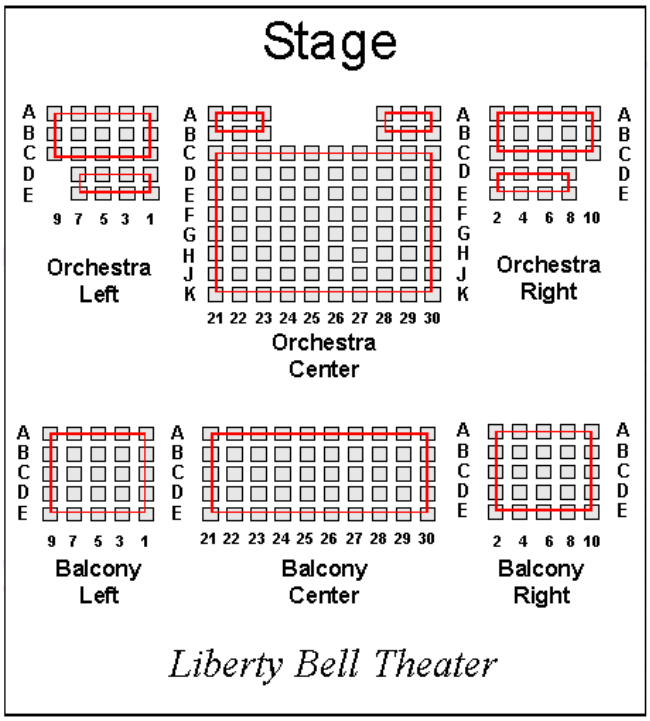
have the option of either using or not using the letter “i” in your row letter designations. Unless you specify otherwise under Utilities/Theater Setup, the letter “i” will ***not*** be included in row designations.

block - A contiguous grouping of *seats*. A block can be comprised of one seat, one row, or as many seats as will fit into a square or rectangular area. One *block* represents the smallest number of tickets that can be printed at any one time. There is no limit to the number of blocks allowed. You can print all blocks individually or simultaneously by selecting them at the same time (see section on Printing blocks of tickets).

section - A designated area of seating comprised of blocks, rows, and seats used to refer to general areas of seating within a theater, auditorium or stadium. Each *section* must have at least one *block*. Examples of labels for sections might include “orchestra” or “balcony”.

2. *Designating* blocks of seats

Once you have identified overall seating requirements, you must designate each “block” of seating so that TicketMeister Pro knows which seats to print tickets for.


Stage
A B C D E
9 7 5 3 1
Orchestra Left
A B C D E F G H J K
21 22 23 24 25 26 27 28 29 30
Orchestra Center
A B C D E
2 4 6 8 10
Orchestra Right
A B C D E
9 7 5 3 1
Balcony Left
A B C D E
21 22 23 24 25 26 27 28 29 30
Balcony Center
A B C D E
2 4 6 8 10
Balcony Right
Liberty Bell Theater

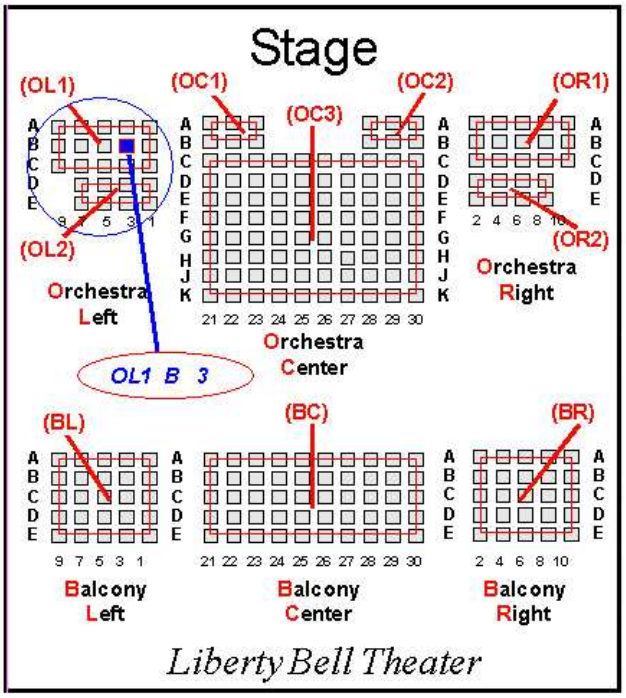
Schematic above shows the basic seating of the Liberty Bell Theater, including six *section*s (or *blocks*), *rows* (ranging from 2 to 8 per section and shown as “A” to “K” minus the “i”), and *seats* (ranging in number from 1 to 30). The total number of actual seating *blocks* (seating areas connected by red lines) is also 10. Complete templates of the Liberty Bell Theater are

included with your TicketMeister Pro software as Samples. Note that the user has chosen to use even seat numbers on one side of the theater and odd seat numbers on the other. You may also use consecutive seat numbering

If, for example, you wanted to print tickets for Orchestra Left, you would have to create two seating blocks; one block with two rows (D and E) and four seats (1, 3, 5, and 7), and one block with three rows (A to C) and five seats (1, 3, 5, 7, and 9).

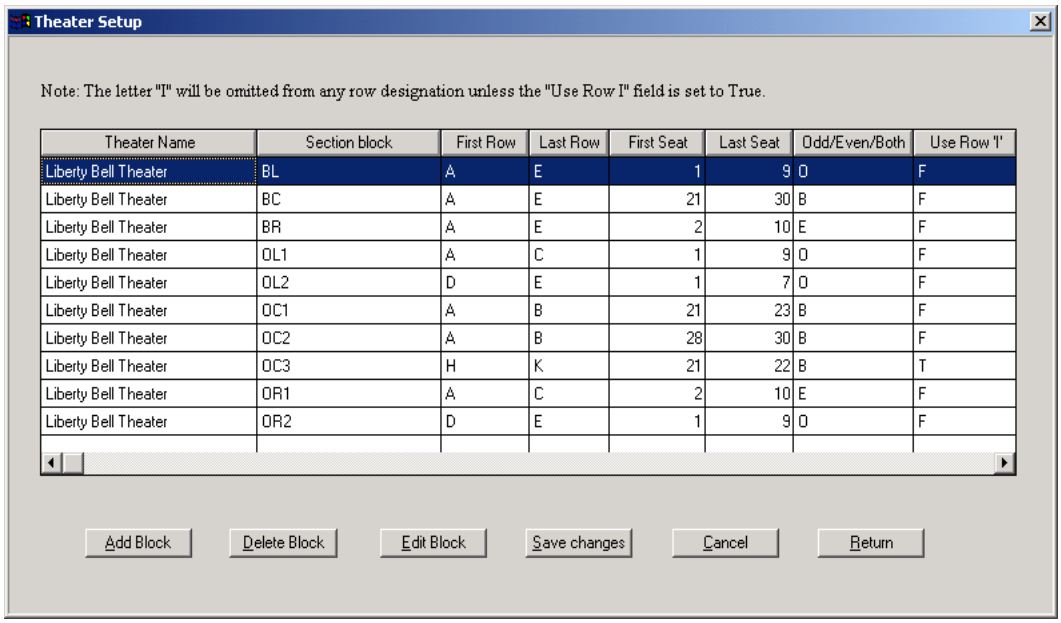
The Liberty Bell Theater is comprised of 10 different blocks. You can call them anything you want. For purposes of illustration we will refer to them as OL1 (Orchestra Left in front), OL2 (Orchestra Left in back), OC1, OC2, and OC3 (the three Orchestra Center blocks), and OR1 (Orchestra Right in front), and OR2 (Orchestra Right in back). Assigning names to different blocks within sections is arbitrary, but when printing you *must* refer to the intended block by *that* name.

The left Balcony section consists of one block that we have called BL (that is, Balcony Left). This particular block has five rows (which we have assigned letters A-E. We could alternatively have assigned numbers 1-5). Seating Block BR (that is, Balcony Right) also happens to have five seats in each row (which we have assigned the numbers 1-5). These number and letter designations are carried over to the first line of the "Theater Setup" screen (below).



Here we see *section block* designations chosen for the Liberty Bell Theater (shown as red alpha/numeric combinations within parenthesis). These are the labels that will appear on actual tickets representing the section of a particular row and seat. The 3rd seat in row B of the left side of the orchestra is identified as a solid blue square for illustration purposes. In this case, the ticket would show *section OL1*, *row B*, and *seat*

number 3. It is recommended that you choose short labels so that you can fit them on the actual ticket in a readable and attractive fashion.


Theater Setup
Note: The letter "I" will be omitted from any row designation unless the "Use Row I" field is set to True.
Theater Name
Section block
First Row
Last Row
First Seat
Last Seat
Odd/Even/Both
Use Row 'I'
Liberty Bell Theater BL A E 1 9 O F
Liberty Bell Theater BC A E 21 30 B F
Liberty Bell Theater BR A E 2 10 E F
Liberty Bell Theater OL1 A C 1 9 O F
Liberty Bell Theater OL2 D E 1 7 O F
Liberty Bell Theater OC1 A B 21 23 B F
Liberty Bell Theater OC2 A B 28 30 B F
Liberty Bell Theater OC3 H K 21 22 B T
Liberty Bell Theater OR1 A C 2 10 E F
Liberty Bell Theater OR2 D E 1 9 O F
Add Block
Delete Block
Edit Block
Save changes
Cancel
Return

Above is view of the "Theater Setup" screen that can is accessed by selecting Utilities/Theater Setup. This is where all theater configurations and seating block assignments are made. The highlighted line item represents the left side of the balcony (that is, Section BL) of the Liberty Bell Theater**.**

To navigate within the "Theater Setup" screen, simply click on the applicable button. Below are definitions of terms.

Add Block - Create a new line item showing the name of your theater, arena, and auditorium. If you do not specify a new and unique name, this line item will carry forward the last theater name used. This name field can be changed at any time. Theater names are automatically alphabetized for easy reference.

All other fields such as section name, first and last row numbers/letters, and first and last seat numbers must be added individually and according to the sections already defined.

A section block can be comprised of as little as one seat. In making a one-seat block (such as an individual box seat), simply use the same letter or number designation for both the first row *and* last row or first seat number *and* last seat number. For example, a particular "**I**ndividual **B**ox **S**eat" block could be identified as Section block "**IBS#1**", and defined as Row "**A**" to Row "**A**", and Seat number "**1**" to "**1**". In this instance, only one ticket would print.

Seats within any section block can *all* be numbered odd, *all* be numbered even, or both (numbered consecutively, without regard to odd and even). Simply

specify “O”, “E”, or “B” under the columnar heading “Odd/Even/Both”. There is no limit to the number of line items that can be added.

Delete Block - Permanently delete the highlighted line item.

Edit Block - Modify or change the highlighted line item. This may also be accomplished by double clicking the particular field you want to edit. Use the tab and arrow keys for easier maneuvering.

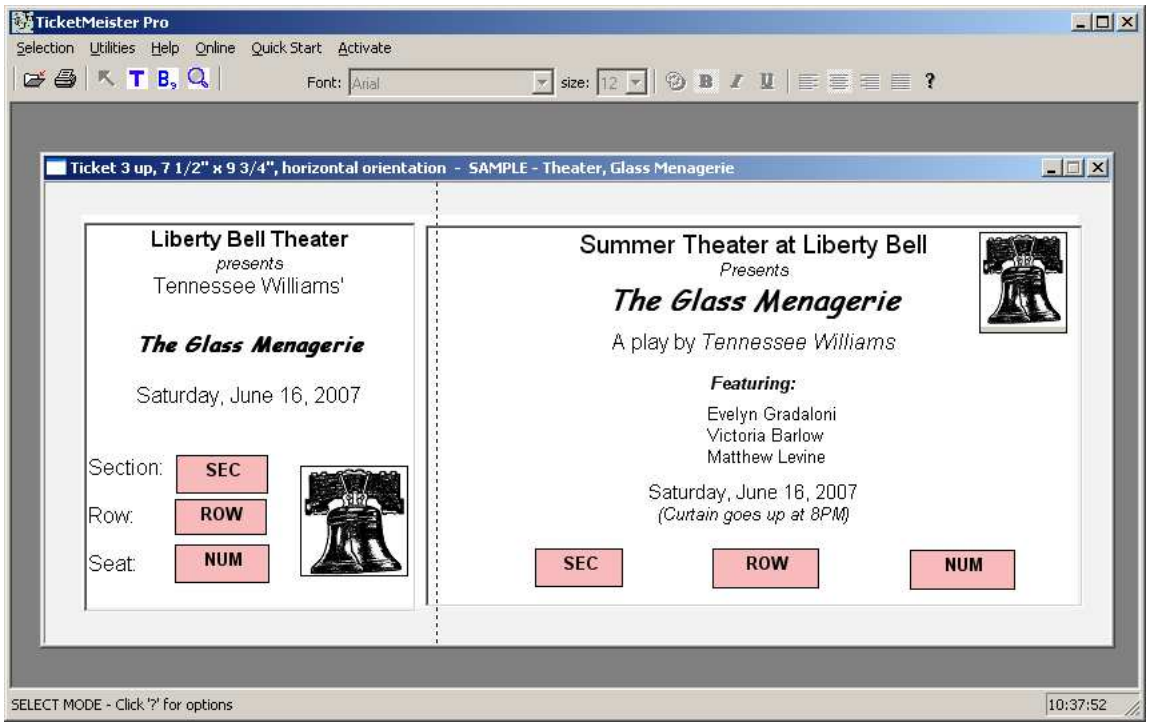
Save Changes - Permanently save changes to selected line item.

Cancel - Cancel any changes you have made to selected line item since your *last save* and Return to the TicketMeister Pro Main Menu. Prior to closing out the screen, you will be prompted whether or not you want to abandon any changes you may have made.

Return - Return to the TicketMeister Pro Main Menu. Prior to closing out the screen, you will be prompted whether or not you want to save any changes you may have made.

3. ***Composing*** the theater ticket

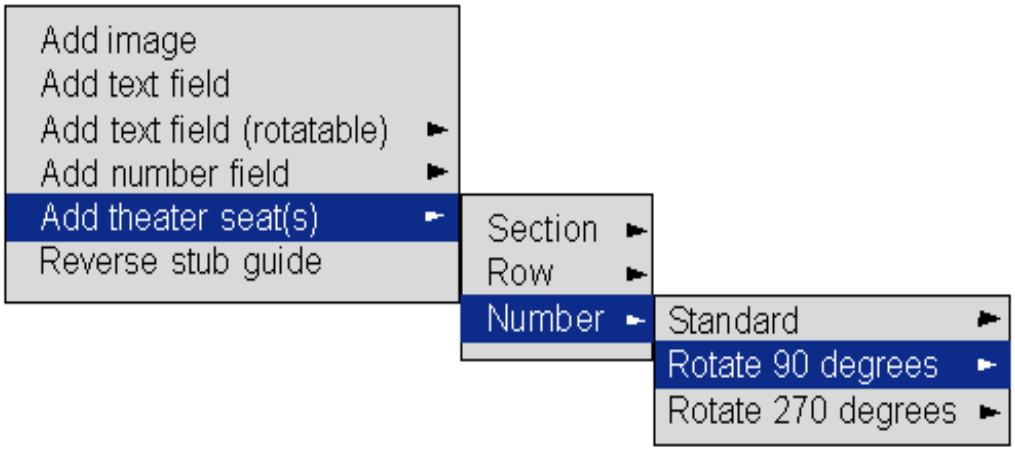
Creating a theater ticket is the same as creating a raffle ticket - as described in detail elsewhere in this manual - with the exception of adding section, row, seat number, and description fields.



Above schematic of "Sample (theater) - Atlanta Rabbits" (included as a template with the 6-up format), shows how the composition screen looks while in the Select Mode. Note how the Description fields are shown as yellow blocks while **SEC**tion, **ROW** and seat **NUM**ber fields appear as pink. These fields will *not appear as colors* in the Preview mode. Right clicking the Description fields - in addition to moving the field - allows you to edit its one line of text. NOTE: It is totally permissible to "overlap" fields on the composition screen. Also, you may have to increase the width of the fields to accommodate the names you have chosen to describe that field (for example, "ORCHL" vs. "OL"). Always view your work in the Preview Mode prior to Saving or Printing.

Adding the special theater fields can *only* be done in the Select Mode. These fields will always appear as pink blocks while in the Select mode and the Text mode. TicketMeister Pro provides for a total of two *section*, two *row*, two *seat number*, and two *description fields* per ticket; one each for the ticket side, and one each for the tear-off stub side of the ticket.

To add a *section* field, point your mouse at "white space" on your composition screen, right click that area, and choose "section". You will then be prompted to choose between "standard", "rotate 90 degrees", or "rotate 270 degrees". *Standard* refers to normal, portrait orientation. *Rotate 90 degrees* places the field so that it is "readable" when you tilt your head to the left. *Rotate 270 degrees* orients the field so that it is "readable" when you tilt your head to the right.



Above schematic shows the choices displayed when adding a particular Section, Row, Seat Number or Description field. *These fields can only be added while in the Select mode. To* access the above display you must *right* click "white", or "unused space" on the composition screen. *Standard* refers to upright orientation, *Rotate 90 degrees* orients the field so that it is "correct" when you tilt your head to the left, and *Rotate 270 degrees* orients the field so that it is "correct" when you tilt your head to the right. In the diagram above the user has chosen to rotate the selected seat number 90 degrees to the left. Adding a Rotatable text field functions exactly the same way as a Number field.

Section, row, and seat number fields can appear in any combination of orientations, so long as you do not exceed two of each type of field per ticket composition.

Rotatable text fields are fields that can be added to any ticket at any right angle. These are the fields you would use to describe the theater seating fields requiring either 90 or 270-degree orientation; otherwise, regular text fields could be used. For example, you may add one line fields and label them “section”, “row”, “seat”, or “aisle”. You can incorporate as many as 10 description fields per ticket.

Rotatable text fields can *only be added while in the Select mode* and will always appear as yellow blocks on both Select mode and Text mode**.**

Printing theater tickets

To print theater tickets, simply click the printer icon on the TicketMeister Pro tool bar to access the *Print theater tickets* screen. This is the only place where assigned section blocks can be selected for printing. TicketMeister Pro distinguishes between Theater and Raffle tickets and will display the appropriate Print Screen accordingly.

A list of all *theaters* is displayed in the “Theater Setup” screen located under Utilities. Once a theater is selected, the already assigned section blocks will be listed. You can choose as many section blocks to print at one time as you wish. Selecting more than one block is achieved by holding the Ctrl key down while clicking your left mouse button.

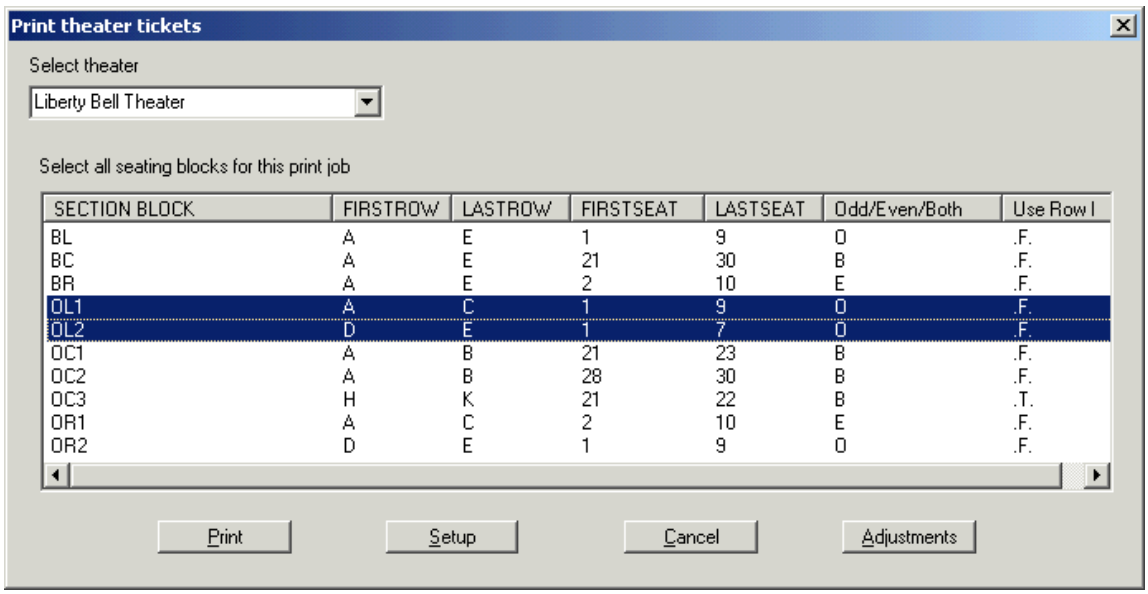
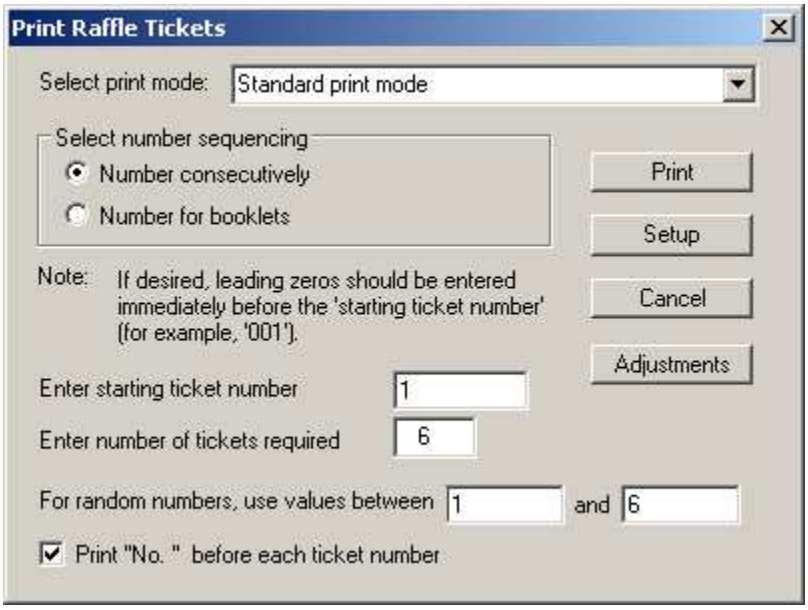

Print theater tickets
Select theater
Liberty Bell Theater
Select all seating blocks for this print job
SECTION BLOCK FIRSTROW LASTROW FIRSTSEAT LASTSEAT Odd/Even/Both Use Row I
BL A E 1 9 O .F.
BC A E 21 30 B .F.
BR A E 2 10 E .F.
OL1 A C 1 9 O .F.
OL2 D E 1 7 O .F.
OC1 A B 21 23 B .F.
OC2 A B 28 30 B .F.
OC3 H K 21 22 B .T.
OR1 A C 2 10 E .F.
OR2 D E 1 9 O .F.
Print
Setup
Cancel
Adjustments

Image above shows the “*Print theater tickets*”, screen that is accessed by clicking the printer icon located on the tool bar. **This is the only place where theater section blocks can be selected for printing**. In the above case, tickets will be printed for section blocks OL1 and OL2 (that is, blocks 1 and 2 of the Left Balcony). See the schematic in the Designating blocks of seats section.

NOTE: To select multiple section blocks in one session, such as the example above (OL1 AND OL2), hold the *Ctrl key* down while clicking the *left mouse button on OL1 and OL2 line items.*

Printing

Printing raffle tickets and auction sheets is different from printing ordinary documents from a word processor. It is also different from printing theater tickets. Number sequencing, paper size, and ticket format, as well as whether tickets will be printed sequentially or in booklet format, must all be considered. Fortunately, TicketMeister Pro takes care of most of these decisions by offering default or "factory settings". For example, unless you specify "Number for booklets", TicketMeister Pro will number tickets consecutively.

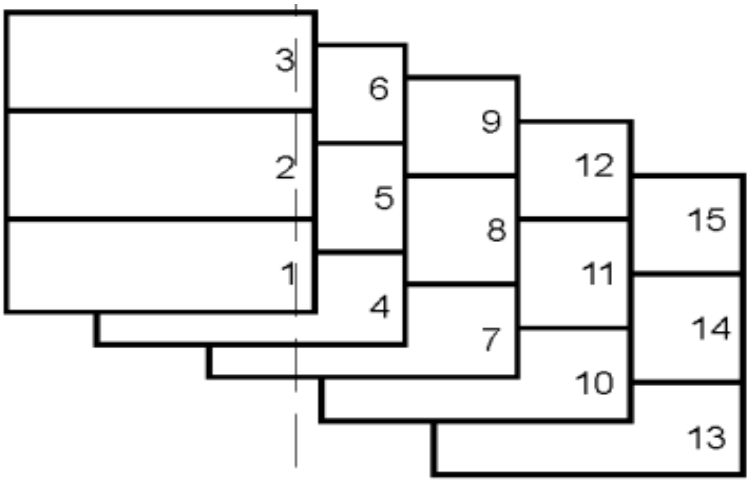


Display above shows the default settings on the Print Tickets screen for a 6-up Ticket. Note that the "number of tickets required" is equal to the number of tickets per sheet of the selected format. In this instance, leading zeros are not desired, so user allows starting ticket number to remain at "1", the default, rather than entering "001", "0001", or "0100". For purposes of simplicity, Auction Sheets should be considered a "2-up" format. Otherwise, printing is identical to that of tickets.

NOTE: If you wish to use a Random Number field, you must first enter a regular Number field while in the Select Mode. Then, while in the Text Mode – you can convert this number field into a Random Number field by right clicking that designated Number Field and selecting the Random/Sequential number option, which will toggle that field back and forth from random to sequential; whichever is desired.

Select number sequencing

Tickets are numbered consecutively by default. That is, if using the 3-up format, page one holds ticket numbers 1-3, page two holds ticket number 4-6, and so forth. Although you can specify any starting number you wish, "1" is the default. The ability to begin and end numbering at any point is crucial when replacing lost tickets or if you need to print more than originally projected.

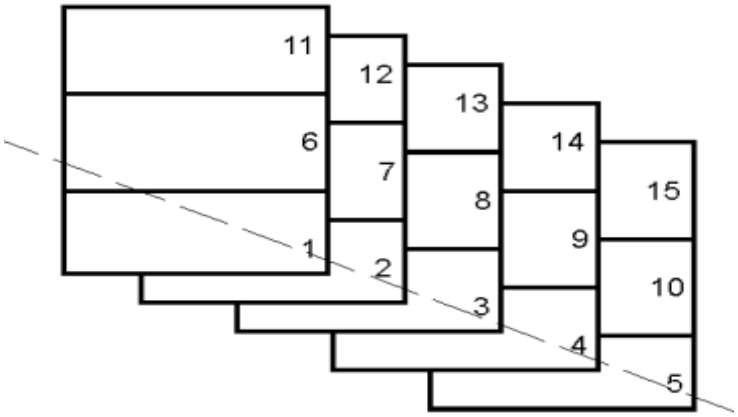


Schematic above shows how 3-up ticket sheets might appear when selecting the **Number consecutively** option. Each subsequent page holds the next three consecutively numbered tickets.

Often there is a need to print "booklets" of tickets, so that you can easily keep track of sales and to facilitate distribution to both individuals and groups.

One option would be to cut and collate ticket sheets that are numbered consecutively. As you can see from the diagram on the preceding page, this could become a collating nightmare. Alternatively, TicketMeister Pro provides you with a **Number for booklets** option.

To specify tickets to be numbered for booklets, select the "Number for booklets" choice on the Print Raffle Tickets screen. The default "Enter number of tickets desired" is five times the number of tickets per sheet. For example, if you were printing 3-up tickets, the number of tickets printed would be 15. Effectively, this would provide you with three booklets of five tickets each.



Schematic above shows the sequence in which 3-up ticket sheets might appear when selecting the **Number for booklets** option. Each subsequent page is comprised of ticket numbers that, when placed between the previous and the next ticket sheets, allows you to easily separate tickets so that stacks of tickets are piled consecutively (e.g., 1-2-3-4-5, 6-7-8-9-10, 11-12-13-14-15, etc.).

Enter starting ticket number

The starting ticket number is the number of the first ticket to be printed. The default is "1" (one), although you may choose any number.

NOTE: If you want to use leading zeros in your numbers, enter the desired number of leading zeros immediately before the "starting ticket number". If you are printing 500 tickets and want the numbers to appear as "001" thru "500", you must enter "001" as the starting number; otherwise, the numbers will be printed without any leading zeros. Remember that the number of leading zeros cannot be less than the number of digits in the highest ticket number to be printed. For example, you cannot use only two zeros (00) with a starting ticket number if the highest numbered ticket will 1,000. Said another way, the number of leading zeros must be equal to the number of total digits of the highest ticket number minus one. Leading zeros do not apply to Roman Numerals.

Number of tickets required

Enter the total number of tickets or auction cards required. You can print up to number 999,999 consecutively numbered tickets; however, each printing *session* is limited to printing up to 9,999 tickets due to spooling requirements and the general configuration of most PC's and printers. Effectively, you can print 1-9,999, then, in the next session, print number 10,000 to 10,999, and so forth.

In many cases, the memory of the printer you may be using will not be able to handle the spooling requirements of high number ticket printing sessions. Accordingly, it is recommended that your printing sessions begin with 200-300 sheets, with gradual increases from that point.

The default is the number of tickets or cards per sheet (for example, 2 for 2-up (auction sheets), 3 for 3-up, 6 for 6-up, etc.) for consecutive numbering. If you selected "printing for Booklets", the default number is five times the number of tickets or cards per sheet. For example, if you are using the 6-up format and are printing booklets, the default will be 30 (5 times 6 - the number of tickets per sheet). Remember that the number of *tickets* - not the number of *sheets* - is being requested. TicketMeister Pro does the math.

Print "No." before each ticket number

TicketMeister Pro will print "No." before each number, unless otherwise requested.

Adjustments

The **Print adjustments** screen (selectable from the Print screen) lists adjustments that have default settings of zero. Unless there is a driver or system conflict anomaly with your printer, these default settings should remain at zero.

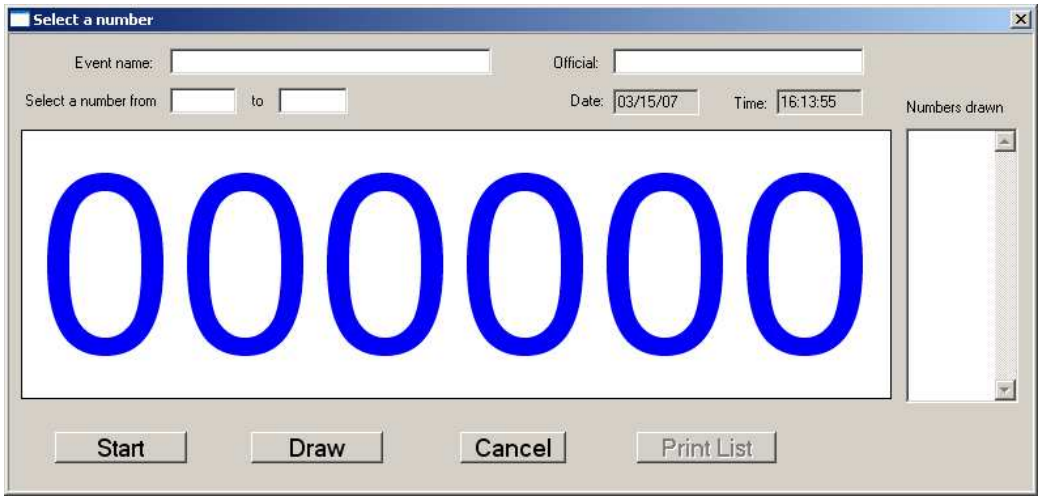
The **Adjust printer output registration** option allows you to move the entire printed output of your tickets up or down in as little as 1/32" increments. If your printer - for whatever reason - tends to pull paper stock too soon or grabs the paper too late, this setting can be an easy solution to an otherwise big problem.

The **Scale printed output** option allows you to increase or decrease the overall scale of your ticket composition as much as 20%. This is useful in those rare cases where your printer output has somehow been configured to employ a non-standard scale.

The **Save Adjustments...** option permits you to permanently save any of the above changes for this and all subsequent compositions using this particular ticket format.

Selecting a Winner

TicketMeister Pro can now randomly select an unlimited number of non-recurring winning ticket numbers for any size raffle event. The process is easy. You can even make a printout of the event including event name, official performing the drawing, date and time stamps, and a list of however many ticket numbers were drawn.



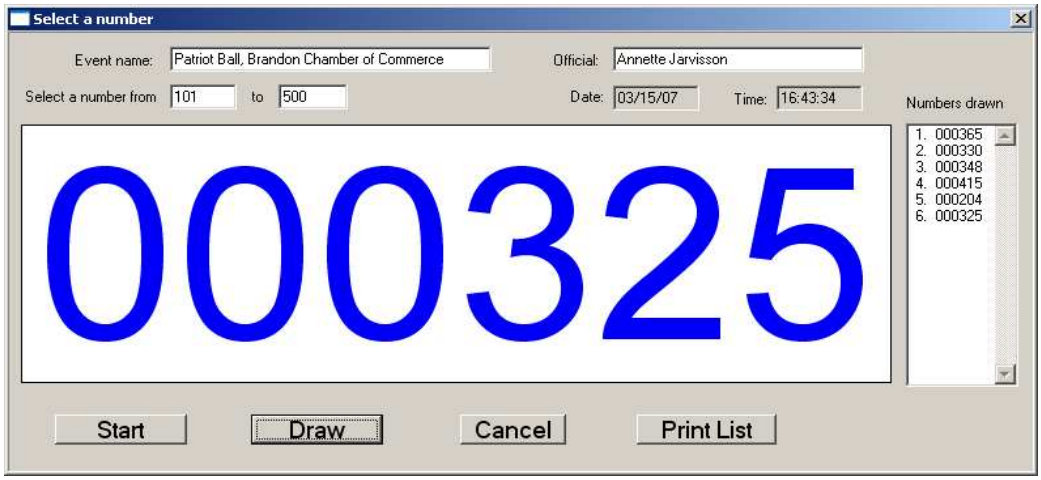
Above schematic shows the Select screen in its "wait" state without any event information entered. The date and time stamp are automatically entered.

3 Easy Steps

1. Enter event information -
   Enter Event name and Official conducting the drawing.

2. Enter name of official -
   Enter name of person conducting the drawing.

3. Enter event information -
   Enter the first and last ticket numbers – inclusive – printed for this event.



Above schematic shows the winner selection screen after appropriate information has been added and six numbers drawn. Note that the last number shown in the column of Numbers drawn is the one currently showing on the display.

NOTE: Once you press the Start button, numbers will appear to rotate in as many digit positions as there are digits in the highest ticket number printed. For example, if you chose to pick a winner between 101 and 500, the three digit positions to the right will rotate. Pressing the Draw button selects each winner.

NOTE: You MUST enter valid *from* and *to* ticket numbers in order for the Start button to function.

NOTE: Using a laptop during a drawing and letting one of the event participants do the drawing is a simple way to assure a successful event.

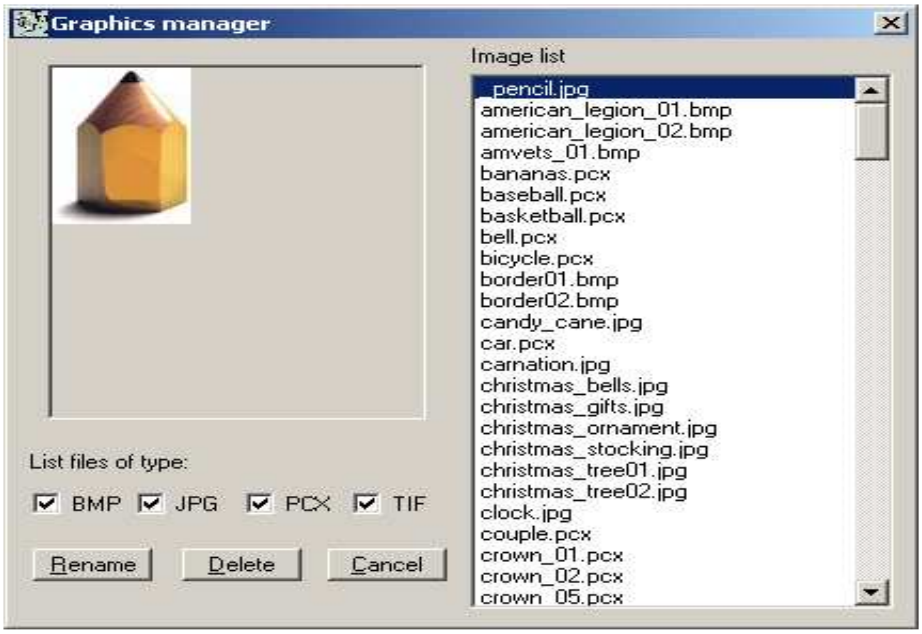
Images

TicketMeister Pro provides for adding as many as 42 images onto one ticket composition – far more than you will probably ever need. Images can be logos, photographs, icons, or any picture file having an extension of .bmp, .jpg, .pcx, or .tif. If the file extension you want to print is different from those listed, simply use your favorite image editing software and convert the file type (that is, "Save As") into one of those listed above.

In order for an image to appear in the Graphics Manager screen (under Utilities on the Main Menu) – and be able to be clicked and dragged directly into an existing image block - that image MUST reside in the C:\...\Assets directory.

Otherwise, you can select, then right click an image block and Insert/Replace an image from anywhere else on you PC.

TicketMeister Pro provides literally 100's of images that you can freely use on any ticket format. These include seasonal and holiday graphics, plus military symbols and fraternal organization logos. Of course, you can use your own clip art as well.

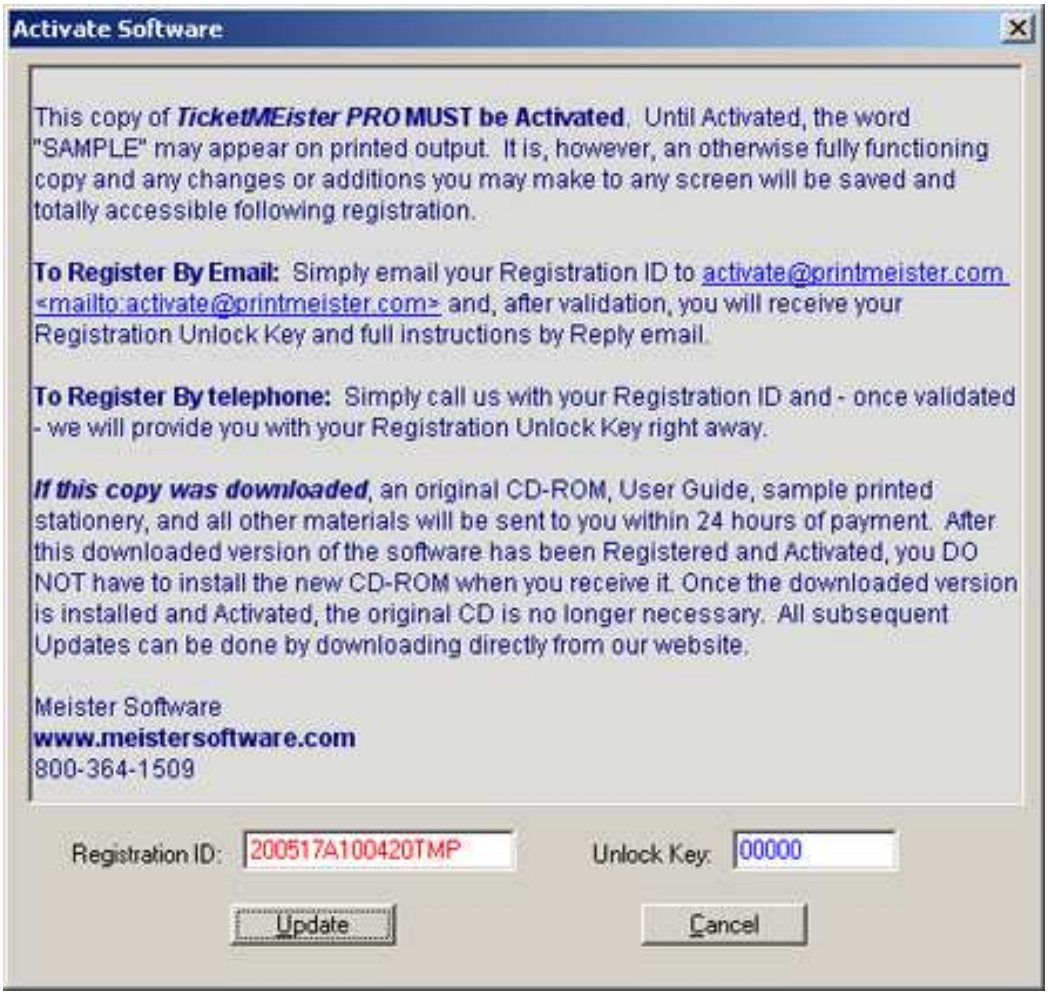


The Select an Image Screen shown above provides an alphabetical listing of all .bmp, .jpg, .pcx. and .tif images located in the TicketMeister Pro directory.

NOTE: While in the Select Mode – AND while viewing the Graphics manager screen – you can click any image shown and drop it into a pre-existing image field. This is an excellent way of knowing exactly what the image looks like before inserting it.

Activating TicketMeister PRO

All initially installed copies of *TicketMeister PRO* – whether downloaded from our website (www.meistersoftware.com.com) or installed using a CD-ROM – need to be *Activated (*or, unlocked), so that the word "SAMPLE" does not appear on all printed output of the Unactivated version.


Activate Software
This copy of TicketMEister PRO MUST be Activated. Until Activated, the word "SAMPLE" may appear on printed output. It is, however, an otherwise fully functioning copy and any changes or additions you may make to any screen will be saved and totally accessible following registration.
To Register By Email: Simply email your Registration ID to activate@printmeister.com <mailto:activate@printmeister.com> and, after validation, you will receive your Registration Unlock Key and full instructions by Reply email.
To Register By telephone: Simply call us with your Registration ID and - once validated - we will provide you with your Registration Unlock Key right away.
If this copy was downloaded, an original CD-ROM, User Guide, sample printed stationery, and all other materials will be sent to you within 24 hours of payment. After this downloaded version of the software has been Registered and Activated, you DO NOT have to install the new CD-ROM when you receive it. Once the downloaded version is installed and Activated, the original CD is no longer necessary. All subsequent Updates can be done by downloading directly from our website.
Meister Software
www.meistersoftware.com
800-364-1509
Registration ID:
200517A100420TMP
Unlock Key:
00000
Update
Cancel

Activation is a simple process (see schematic above) by which you click Activate on the Main Menu and retrieve the 16 alpha/numeric Registration ID (which will appear in red). Then simply call us at 800-364-1509 (or your distributor) with the 16 digit Registration ID#. Upon payment, you will be provided with your Unlock Key and complete instructions. Once *Activated*, the word "SAMPLE" will no longer appear on any printed output.

NOTE: In the event that you experience a hard disk failure or your computer in some way malfunctions, a new Registration ID will be automatically generate.

NOTE: If you are using an "LE version" of TicketMeister PRO, the word Activate will appear, but applies <u>ONLY</u> to Activating format Selections <u>OTHER THAN</u> the one that applies to the LE version you are using.